JOB DESCRIPTION

Recruitment and Development Coordinator-Law School

Definition of Class
This is a professional position that serves as a representative for the Law School from the Jackson, MS-Metropolitan area. This incumbent will establish and maintain relationships with law firms and other legal employers to assist with career placement for law students, recruitment of prospective students, and cultivate and solicit donations. This position exercises discretion and independent judgment. The incumbent will report to the Dean of the Law School.

Examples of Work Performed
Meets with and identifies donors to solicit for funding the Law School’s strategic needs.

Establishes and maintains relationships with law firms and other legal employers to recruit students and assist them with career placement.

Attends CLE (Continuing Legal Education), Bar and professional events as the official Law School representative.

Establishes a plan for outreach in the Jackson, MS-Metropolitan area which includes CLE (Continuing Legal Education), Bar and professional events.

Plans and executes special events related to Law School outreach.

Acts as a liaison to other departments on campus in assisting students with recruitment, admissions and career placement processes.

Assists the Dean with projects as required.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Cultivates and solicits donations from individuals, foundations, corporations and government agencies.

2. Represents the Law School at events, meetings and outreach activities.

3. Establishes and maintains relationships with law firms and other legal employers to recruit students and assist them with career placement.

4. Plans and executes special events related to outreach.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Juris Doctor Degree from a law school accredited by the American Bar Association.

AND

**Experience:**
Five (5) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*