Definition of Class
This is a supervisory position in which the incumbent collects, researches, interprets, and disseminates information relating to art, history, and science within the collecting policy of the University Museum. The incumbent designs and coordinates educational activities that promote and encourage the use of the University Museum and makes decision by exercising discretion and independent judgment.

Examples of Work Performed
- Researches, designs, organizes, produces, and evaluates adult and children educational outreach programs and materials.
- Recruits, trains, and supervises education-related volunteers for internal and external programs.
- Assist in fund raising and grant preparation for educational programs.
- Researches, organizes, designs, produces, and evaluates educational activities for the museum exhibitions and programs.
- Develops multi-disciplinary programs for children.
- Develops and maintains educational relationships with public and private agencies in North Mississippi including University departments and other museums regionally and nationally.
- Trains and supervises education program student assistants.
- Assists in the production of museum newsletter and other publicity materials.
- Creates and disseminates press releases and promotional materials and information to promote museum programs.
- 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. Researches, designs, organizes, produces, and evaluates adult and children multi-discipline programs and materials related to exhibits and mission of museums including outreach.
2. Recruits, trains, and supervises volunteers and education student assistants for internal and external programs.
3. Assists in fund-raising grant writing for education programs, develops and maintains education relationships with public and private agencies in North Mississippi.
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 50 pounds.
- **Vision:** Requirements of this job include close vision and color 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 stand; walk; talk and hear; and use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

**Education:**
Bachelor's Degree from a college or university in Art Education, Community Education, Education, Museum Studies, or related field.

**AND**

**Experience:**
Two (2) years of experience related to the above described duties.

**Licensure:**
Incumbent must possess a valid Driver's License.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

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.