Definition of Class
This is a professional position in which the incumbent participates in planning, implementing, and evaluating extension and outreach programming. This position requires attendance at community planning and related meetings to educate and provide technical assistance within a specific geographic area. Incumbent will make frequent decisions exercising discretion and independent judgment.

Examples of Work Performed
Develops and delivers outreach programs in communities.

Meets with target stakeholder groups to assess needs.
Works with partners and collaborators to design, coordinate, and enhance outreach programs.
Identifies speakers, prepares participant materials, and coordinates logistics for outreach programs.
Develops communication plans and publicity materials for distribution.
Attends community planning and other meetings.
Conducts research and writes articles, reports, and other documents.
Provides oral presentations to share research results and information.
Facilitates public meetings, seminars, and workshops.
Designs and implements tools to evaluate effectiveness of outreach programs, including surveys.
Develops and maintains systems for collecting and tracking information needed for reporting.
Draft impact statements and final project reports.
Writes grants and other funding applications.
Researches and identifies potential funding sources.
Performs other duties as assigned.

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. Plans, implements, and evaluates extension and outreach programming.

2. Provides technical assistance to communities and residents.

3. Evaluates programs and writes impact statements and final project reports.

**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:** Moderate lifting frequently exerting forces 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 regularly required to sit. The incumbent is frequently required to talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; and taste or smell.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Land Use Planning, Hazard Mitigation Planning, Community Development, Geography, Engineering, or a related field from an accredited college or university.

  AND

- **Experience:** One (1) year of experience related to the above described duties.

**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.

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