Alumni Programs Assistant

Definition of Class
This is a non-supervisory position in which the incumbent provides clerical and administrative assistance in the development and implementation of multiple on-campus recruiting programs.

Examples of Work Performed
Provides support and assists in planning and organizing class reunions, professional chapter reunions, and special interest group reunions.

Assists with on-campus alumni affairs programs to include, but not limited to, recognition programs for alumni, faculty, staff, students, Homecoming, and similar activities. Participates in the development and dissemination of information to alumni concerning special events. Cultivates friends for the Alumni Association and University.

Provides assistance with accounting and clerical tasks relating to alumni programs.

Maintains departmental time and leave records.

Inventories and purchases supplies for functions as needed.

Composes correspondence as assigned.

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. Provides clerical and administrative assistance in the development and implementation of multiple on-campus alumni programs.

2. Provides support and assist in planning and organizing class reunions, professional chapter reunions, and special interest group reunions.

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; talk and hear; maintain balance; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to stand and walk. The incumbent is occasionally required to lift; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree from a four year accredited college or university.

AND

Experience: Six (6) months 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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