ATHLETIC DEVELOPMENT ASSISTANT

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for responding to donor inquiries, preparing correspondence to donors, and assisting with fund-raising activities. This position reports directly to the Associate Director of Development.

Examples of Work Performed
Assists in planning and coordinating staff for special fund-raising activities and events, such as dinners, telethons, and sporting events.

Responds to donor inquiries with accurate and timely information; secures donor gifts, and provides donors with relevant materials.

Cultivates supporters of the Ole Miss Loyalty Foundation.

Trouble-shoots donor inquiries and provides immediate resolution.

Participates in departmental planning and goal setting sessions.

Write, prepares, and disseminates donor correspondence, reports, and fund-raising materials such as brochures and newsletters.

Participates in the organization and coordination of the activities of volunteers and committees/board engaged in fund-raising activities; as appropriate.

Assists and/or participates in donor interaction activities and management of development 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. Develops and participates in fund raising activities for the University Athletic Development Program.
2. Participates in departmental planning and goal setting sessions.
3. Trouble-shoots and responds to donor inquiries.
4. Writes and disseminates correspondence to donors.

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 20 pounds.

**Vision:** Requirements for 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 periodically required to sit; 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:**
Graduation from a standard four-year high school or equivalent (GED).

AND

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

**Background Check Requirements**
This position requires a background check upon hire.

**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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