Education Outreach Specialist

**Definition of Class**
This is an administrative position in which the incumbent serves as a liaison to promote professional development programs. This position coordinates training and online professional development, processes registration applications, and assists in the administrative functions of the office.

**Examples of Work Performed**
Acts as liaison with secondary schools, school districts, community colleges, and the community to promote academic programs.

Reserves dates, locations and trainers for professional development.

Organizes materials for the training sessions.

Makes application for teachers and administrators to receive credits for the training sessions.

Orders and distributes informational material to teachers and administrators.

Coordinates the set-up of distance learning classes.

Serves as a liaison to the Dean’s Office and area schools to provide information and solve problems.

Assists in administration and preparation of grant proposals.

Processes payments and makes deposits for registration of professional development classes.

Maintains and updates the website, Facebook, and Twitter accounts.

Performs administrative duties for special projects, programs, and activities.

Performs related or similar duties as required or 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. Acts as liaison in promoting professional development programs.
2. Prepare materials for distribution to teachers and administrators.
3. Processes registration applications and payments.
4. Performs administrative duties for special projects, programs, activities.

**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.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to stand; walk; sit; talk or hear; use hands to finger, handle or feel objects, tools or controls: stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

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

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

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

**Background 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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