JOB DESCRIPTION

Manager - The Inn at Ole Miss

Definition of Class
This is a supervisory position in which the incumbent is responsible for the day-to-day operation of The Inn at Ole Miss which provides housing, conference facilities, and food service for alumni, University guests, parents, and participants in continuing education programs.

Examples of Work Performed
Maintains operations of The Inn at Ole Miss within specified standards.

Maintains high visibility within the University and surrounding community.

Takes a major role in the preparation and implementation of the Annual Business and Marketing Plan.

Schedules and coordinates all activities and events held at the Alumni Center. Represents Alumni Center at meetings, receptions, and other functions.

Coordinates reservations of and confirmation letters to prospective guests and activity participants and telephones prospective guests and activity participants.

Performs all duties associated with managing personnel. Coordinates cleaning of rooms. Maintains physical upkeep of all facilities.

Tabulates occupancy rates. Maintains inventory of equipment and supplies. Purchases all supplies following University regulations.

Provides requested reports to the Executive Director.

Solicits funds through direct mail, personal letters, personal calls, and holding of special events.

Performs necessary public relations duties such as greeting guests, alumni, and friends. Coordinates activities with Alumni Association staff and local chapters.

Maintains all financial records of The Inn at Ole Miss. Prepares final financial report of night clerk's shift by surveying, revising, and correcting it, if needed.

Advertises facilities through relations, fundraising, State agencies, and general public.

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. Schedules and coordinates reservations, activities, and events held at the Alumni Center.
2. Maintains inventory of equipment and supplies.

3. Supervises and directs the work of staff.

4. Prepares various reports including financial reports.

5. Maintains all financial records for The Inn at Ole Miss.

6. Coordinates cleaning of rooms and overall upkeep of Alumni Center facilities and The Inn at Ole Miss.

**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 frequently required to stand; walk; sit; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and taste or smell.

**Experience/Educational Requirements:**

**Education:**
Bachelor's Degree from an accredited four-year college or university in Hotel/Restaurant Management or a related field.

AND

**Experience:**
Four (4) years 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 to an agency 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.*