



THE UNIVERSITY of
MISSISSIPPI

POSITION DESCRIPTION

Coordinator Student and Alumni Programs

Definition of Class

This position develops, promotes, and executes programs in support of the Center for Innovation and Entrepreneurship. The incumbent exercises discretion and independent judgment in planning and organizing events, responding to inquiries and requests from faculty, students and external constituents; maintaining existing relationships and cultivating new relationships with alumni and potential donors, and soliciting external funding opportunities.

Examples of Work Performed

Creates new programs and events to support and promote the growth of the Center for Innovation and Entrepreneurship.

Organizes and executes auxiliary events associated with the Center which focus on students or parties outside the University.

Facilitates communication with alumni, donors and friends of the Center for Innovation and Entrepreneurship.

Develops promotional communication to promote participation in events and programs and coordinates media coverage.

Serves as a liaison to media representatives.

Responds to communication requests from parties outside the University.

Monitors social media activity and initiates social media communication to inform and solicit support for events.

Develops and maintains productive relationships with alumni business owners.

Networks to obtain potential funding for programs.

Communicates with boards associated with the Center for Innovation and Entrepreneurship across campus.

Coordinates events for alumni, donors and friends of the Center. Interacts with participants during activities associated with the Center.

Solicits grant or external funding opportunities to support the Center for Innovation and Entrepreneurship.

Maintains financial records and prepares reports of activities and expenses associated with programs and events within each grant/budget.

Manages student organizations as required to promote the Center's mission.

Develops and implements plans for assessing the effectiveness of 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. Designs and implements new programs and events to support and promote the growth of the Center for Innovation and Entrepreneurship.
2. Cultivates new relationships in support of and soliciting grants and external funding opportunities.
3. Maintains financial records and prepares 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: 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and use hands to finger, handle, or feel.

Experience/Educational Requirements:**Education:**

Bachelor's Degree 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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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.