

Assistant Director of Community Engagement - Community Partnerships

Location: University, MS, US, 38677

Department: VC for Diversity & Community Engagement (12115521)

Employee Designation: Regular Full-time (Benefits Eligible)

Note for Current UM Employees

Current employees must apply internally via connectU > connectu.olemiss.edu

Definition of Class

This position promotes campus and community outreach and cultivates partnerships with external entities that support student community engagement. The incumbent assists in the development and direction of programs and activities that engage community and campus efforts; designs, implements, and assesses partner programming, while enhancing the experiences of students, faculty and staff; manages assigned budgets; and serves as a liaison with campus and community partners.

Examples of Work Performed

- Develops programs and services for off campus partners to strengthen university and community collaborations, including student programs, internships, and other student placements;
- Works with a wide variety of on and off campus constituents to grow and develop community partnerships to increase mutual benefits for the University and the community;
- Works with a wide variety of on and off campus constituents to support active relationships with current community partnerships in the OCE through regular direct contact, including: individual outreach through telephone, email, or in person meetings, and group convenings of multiple partners;
- Works with a wide variety of on and off campus constituents to build relationships with organizations not currently in a formal partnership with the university at the discretion of the Director;
- Documents all community partnerships through the OCE, including the development of MOUs with community agencies;
- Collaborates with the AD for Students Programs to track all student engagement with external partners through OCE Programs;
- Works with the Assistant Director for Student Programs to document the community impact of campus engagement;
- Provides routine assessment of community partnerships through surveys;
- Trains, manages, and administers all community partnership student staff, including both undergraduate and graduate students;
- Works with a wide variety of on and off campus constituents to plan, implement, and assess events that bring together the campus and community;
- Works with a wide variety of on and off campus constituents to promote opportunities for both sporadic and sustained student community engagement;
- Work in conjunction with interested parties to formulate and write proposals to secure funding for OCE work;
- Participates in development, implementation, and maintenance of policies, objectives, and short-and-long-range planning;
- Assists the Director with strategic oversight of the Center/Office, and as assigned serve as an ambassador of the Center/Office in place of the Director.
- Supervise Student Programs Coordinator, graduate assistants, student program interns, and student workers.
- Coordinate the distribution of communication regarding opportunities for student engagement with communities beyond the campus;
- Manage and maintain annual budgets for community partnership initiatives and prepare quarterly budget reports and updates for the Director;
- Assist with updating content and resources available on the departmental website.
- Travel in-state and out-of-state as assigned by the Director.
- Perform similar or related duties as assigned or required.

The above essential duties are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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 sustains community partnerships that support student engagement.
2. Designs, implements, and evaluates programming to support and promote community engagement.
3. Serves as a liaison with campus and community partners.
4. Manages and maintains assigned budgets.

Minimum Education/Experience

Education:

Master's Degree in Student Affairs, Counseling, or a related field, from an accredited college or university.

AND

Experience:

Three (3) years of experience related to the above described duties.

Preferred Qualifications:

College level teaching experience or college level workshop facilitation.

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 Equal Opportunity/Regulatory Compliance in writing of any reasonable accommodation needed prior to the date of the interview.

Salary/Wage Information

To learn more about our pay structure and view our salary ranges, click [here](#) to visit the Compensation page of our Human Resources website. This link is provided for general pay information. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers and coaches) do not have established salary ranges.

EEO Statement

The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. 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, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.

Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Nearest Major Market: Oxford Mississippi