

Note for Current UM Employees

The University of Mississippi

Job Class

Job Class: 131710
Exempt

Definition of Class

This position manages multiple platform editorial operations for the Student Media Center. The incumbent advises student media platforms, leads journalism projects, and provides guidance and supervision to students.

Examples of Work Performed

- Advises student media platforms, accompanying websites, and other digital media.
- Leads daily/weekly planning meetings with editorial student staff.
- Serves as primary adviser for The Daily Mississippian and The Ole Miss yearbook.
- Provides daily critiques of student work.
- Manages student editorial projects.
- Schedules, markets and conducts workshops.
- Researches the latest trends in multimedia education and employer needs.
- Prepares training materials, editorial guides and policies/manuals.
- Teaches two multimedia courses each year.
- Meets with students during office hours and by appointment.
- Stays abreast of latest media trends.
- Serves as signatory officer for student media when Assistant Dean is unavailable.
- Serves on School and university committees.
- Leads and participates in outreach activities with regional, state and national media, including helping students find internships and jobs and writing recommendation letters.
- Provides guidance and supervision to subordinate staff.

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. Manages editorial operations for the Student Media Center.
2. Provides guidance, supervision, and feedback to students.

3. Advises student media platforms.

Minimum Education/Experience

Education:

Bachelor's Degree in Journalism, Media Studies, Communications, or a related field from an accredited college or university.

AND

Experience:

Five (5) years of experience related to the above described duties.

Competencies

Acting as a Champion for Change

Acting Decisively

Adapting to Change

Assembling Talent

Interacting with People at Different Levels

Leveraging Opportunities

Managing Risk

Navigating Organizations

Pursuing Self-Development

Sharing Information

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.