Assistant Director for Employment, Professional Development and Engagement

Definition of Class
This is a supervisory position in which the incumbent manages operations in the areas of employment, professional development, and engagement. The incumbent is responsible for developing and coordinating professional development programs, preparing and analyzing reports, and providing consultation on employee relation issues. Discretion and independent judgment is exercised daily to ensure the enhancement of programs and operations. This position reports directly to the Assistant Vice Chancellor/Director Human Resources and Contractual Services.

Examples of Work Performed
Manages and supervises personnel in the area of training and development and employment; provides guidance on daily processes and practices; makes recommendations for the advancement of assigned areas.

Interprets and ensures compliance with federal regulations, state legislation, and university policy. Assists in the implementation and administration of personnel related policy changes when necessary.

Conducts consultations on employee relations issues and provides explanation on personnel policies and procedures.

Serves as point of contact for unemployment claims and participates in hearings.

Develops objectives and strategies for professional development programs by identifying the needs of University staff.

Reviews, procures, develops, and organizes materials, tools, and products. Presents training programs. Collects data and maintains records on training participants.

Manages operation of the employment office and serves as administrator of the online application system and background checks program.

Oversees the University’s performance appraisal system and prepares reports.

Serves as the Human Resources health promotions representative.

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. Manages staff in the area of professional development, engagement and employment.
2. Develops objectives and strategies for professional development.
3. Prepares reports and surveys, analyzes results, and makes recommendations based on findings.
4. Assists in the formulation and administration of policies and procedures.
5. Manages, coordinates, and participates in the operation of the employment office.
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 10 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 sit; talk and hear; and use hands to finger, handle, or feel. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education:
  Bachelor’s Degree from an accredited college or university in Public Administration, Business Administration, Educational Administration, Human Resource Management or related field.

  AND

  Experience:
  Three (3) 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 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/DEA 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.