Definition of Class
This is a professional position in which the incumbent oversees the day-to-day operation of academic support programs within the Center for Student Success & First Year Experience. The incumbent assists with the planning and execution of strategies designed to strengthen student success and retention, coordinates and assesses academic support programs and other academic support initiatives, manages associated budgets, selects and trains instructors, provides guidance and supervision to support staff, and assigns tasks to graduate assistants and student workers providing support for various academic workshops and programs. Position reports to the Director, Center for Student Success & First Year Experience.

Examples of Work Performed
Manages the daily operations of the academic support programs including, but not limited to, proposing and maintaining course budgets, selecting staff and recommending personnel changes, approving routine purchases, directing the work of subordinate staff, and conducting staff performance appraisals.

Develops and implements policies and procedures related to the academic support and success of students.

Participates in budget preparation and manages budgets associated with the programs and courses and serves as a budget signatory for academic program accounts.

Selects and assigns instructors and course facilitators for academic support (EDHE) courses.

Develops curriculum for academic support (EDHE) courses and provides training for instructors. Evaluates the effectiveness of courses and modifies course components based on assessment.

Develops, administers, presents, and oversees center programs, seminars, workshops, etc. Assesses, recommends, and implements improvements and/or changes.

Hires and trains undergraduate student workers to lead workshops and serve as peer mentors.

Coordinates peer mentor certification programs offered to departments across the University campus.

Participates in retention related initiatives to support academic success.

Prepares operational reports and analysis setting forth progress and adverse trends.

Represents the center on various committees, boards, and associations. Attends and participates in local, state, and national workshops and conferences.

Teaches one class per semester.

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 the operations of the Center for Student Success & First Year Experience academic support programs.
2. Selects and assigns instructors and course facilitators to instruct academic support (EDHE) courses.
3. Develops, coordinates, instructs, and assesses various programs and workshops to promote academic success.
4. Hires and trains undergraduate student workers to lead workshops and serve as peer mentors.

**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 25 pounds.
- **Vision:** Requirements for 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 talk and hear; sit; walk; reach with hands and arms; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree in education, counseling, student services, or a related field from an accredited four-year college or university.

  **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/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.