Associate Director, External Operations CME

**Definition of Class**
This is a professional position in which the incumbent directs external activities involving student recruitment and retention, scholarship management, public relations, and academic/professional program development for the Center for Manufacturing Excellence. The incumbent exercises discretion and independent judgment in developing student recruitment strategies, implementing departmental policies and procedures, pursuing external grant opportunities, directing and participating in external relations and outreach activities, coordinating events and programs to support retention, and providing supervision and guidance to staff. This position reports to the Director, Center for Manufacturing Excellence.

**Examples of Work Performed**
Maintains and develops relationships with external organizations such as NAM/MU, MMA, MAMA, MEDC, etc.

Represents the CME through involvement with civic groups such as the Chamber of Commerce, Economic Development, Rotary Club, and Lions Club, etc.

Serves as liaison with public entities such as local, state, and national governmental bodies.

Conducts presentations to civic/academic/governmental organizations.

Directs and coordinates communication activities related to news stories/press releases/social media.

Serves as in a development officer role in regards to coordination of gifts, donations and acquisitions.

Develops and implements K-12/Community College recruiting strategies and materials for potential students.

Maintains correspondence with potential students and their families. Coordinates campus visits for prospective students and their families. Conducts presentations for Preview Day/Scholars Day/Spring Visit Day/and other recruiting events.

Coordinates the selection and awarding process for related scholarship programs. Documents awards with sponsors.

Advises students on an individual basis regarding academic and other university-related issues.

Maintains student records (both potential and current students).

Coordinates freshmen and transfer orientation activities.

Identifies "at-risk" students and develops strategies for providing support to such students.

Develops on-campus extracurricular team-building activities for current students.

Provides supervision, guidance, and feedback to staff in their day-to-day activities.

Participates in policy and procedure development and implementation, as well as development strategic planning initiatives.

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. Develops and conducts an extensive recruiting program for potential students.
2. Coordinates events, activities and programs to support student retention.
3. Directs and participates in external relations and outreach activities.
4. Supervises subordinate staff.

**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 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 and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

AND

**Experience:**
Five (5) 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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