JOB DESCRIPTION

Extension Programs Manager

Definition of Class
This is a professional supervisory position in which the incumbent performs duties associated with the development and management of various extension programs of the Center for Manufacturing Excellence and provides instruction and training on the Toyota Production Systems (TPS) philosophy, the foundation of the CME academic program. Incumbent makes frequent decisions exercising discretion and independent judgment. Position reports to the Associate Director.

Examples of Work Performed
Works with faculty, staff and students to implement the Toyota Production Systems (TPS) philosophy within the CME.

Works alongside CME personnel to insure proper TPS application within the CME factory laboratory.

Provides regular workshops to faculty, staff and students to demonstrate use of Lean Manufacturing practices.

Serves as the Expert in Residence, within the CME, regarding TPS philosophy.

Develops and maintains working relationships with manufacturing companies in order to promote the CME extension programs.

Creates and coaches CME extension service teams who work with manufacturing companies.

Conducts evaluations of industrial practices and provides programs to companies for manufacturing improvement.

Arranges manufacturing demonstrations for students, faculty and staff to be performed in surrounding factories/plants.

Works with Mississippi manufacturing companies to develop new means of improving manufacturing practices.

Develops training programs for manufacturing companies to improve manufacturing practices.

Identifies manufacturing companies who may be interested in establishing co-op/internship programs.

Works with students on company projects that will aid in improving manufacturing.

Assists the CME Programs Manager with creation and operation of co-op/internship programs.

Prepares and provides reports to CME administrators regarding activities of extension service teams and economic development.

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. Provides training on the Toyota Production Systems (TPS) philosophy to the faculty/staff/students within the CME.

2. Develops and operates extension programs from which CME teams will address manufacturing problems utilizing TPS /Lean Manufacturing methodologies.

3. Researches new methods of implementing TPS into manufacturing systems.
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:** Moderate lifting frequently exerting forces 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 regularly required to sit. The incumbent is frequently required to talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; and taste or smell.

Experience/Educational Requirements:

   **Education:**
   Master's Degree in related field from an accredited college or university.

   AND

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

   **Substitution Statement:**
   Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an agency 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 EEO/ADA/ADEA/Titles VI & IX/Section 504 employer. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.