JOB DESCRIPTION
Associate Director, Center for Excellence in Teaching and Learning

Definition of Class
This is a professional position in which the incumbent performs duties in support of the Center for Excellence in Teaching and Learning’s mission and goals. Incumbent develops and implements campus-wide initiatives and programs to enhance the learning of undergraduate and graduate students; assists in the design and implementation of training/education programs; and assists in setting and implementing Center goals related to the learning of students. The incumbent makes frequent decisions by exercising discretion and independent judgment and reports directly to the Director.

Examples of Work Performed
Oversees the daily activities of retention and learning programs for students.
Directs weekly staff meetings, manages the website and oversees space utilization in the department’s building.
Hires and trains learning specialist, staff, and graduate assistants.
Oversees the CETL budget.
Researches, identifies, implements and manages operational plans for the CETL.
Coordinator of instructional classes for academic suspension/dismissal students in fall/spring.
Oversees readmission policy of freshmen cohort students who go on suspension after spring semester.
Teaches EDHE 101 during the spring semester.
Develops Peer Tutoring Program and encourages the Supplemental Instruction Program.
Plans and arranges monthly faculty development to bring teaching resources to faculty and new faculty orientation.
Provides consultation and assistance to other University departments with regard to teaching excellence.
Organizes and conducts meetings of the faculty Advisory Board and supports strategic planning.
Provides assessment and documentation of the activities and effectiveness of the CETL.
Represents the CETL at regional and national meetings and serves on University committees.
Serves as the Director in his/her absence.
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. Oversees the managing of staff and all aspects of the CETL budget.
2. Develops and oversees the instructional activities for retention and learning programs to support the enhancement of student learning.

3. Plans, implements, and directs activities for faculty development.

4. Provides strategic initiatives through meetings with the faculty Advisory Board, assessment reports, and attending regional and national meetings.

3. Serves as the Director in his/her absence.

**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 regularly required to sit. The incumbent is frequently required to stand; talk or hear; use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Master's Degree in Education or a related field from an accredited 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/Net/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.