JOB DESCRIPTION

Associate Director Internal Operations-CME

Definition of Class
This is a professional position in which the incumbent is responsible for internal operations of the Center for Manufacturing Excellence (CME). The incumbent provides direction and coordination if programs and activities involving academic advising, cooperative education programs, academic progression, and facility operations for the CME. This position reports to the Director, Center for Manufacturing Excellence.

Examples of Work Performed
Oversees internal operation of the CME facility, maintains classrooms, and ensures compliance with safety standards.

Maintains assigned budgets, prepares reports on actual and projected expenditures.

Prepares documentation for supporting agencies pertaining to scholarships and other expenses.

Identifies potential professional partners throughout the state, region, and nation for participation in the Cooperative Education Program.

Develops relationships with organizations and serves as a resource to link the educational experience of students with the operation of manufacturing companies.

Works with employers to develop a list of expectations for employer, employee, and the CME. Develops contracts for each entity involved in order to specify expectations.

Serves as liaison to external agencies and other administrative departments to conduct business and resolve problems.

Develops guidelines and criteria for student involvement in the co-op program. Maintains a tracking system for all Cooperative Education activities. Manages an academic calendar for each student in order to track progression through the co-op experience and prevent conflicts with the overall academic program.

Serves as an advisor for CME students participating in the Cooperative Education program. Responds to the needs of the “at risk” student.

Serves as the CME staff liaison and advisor to the CME Student Executive Board.

Devises a capstone project for each student to work on during the Cooperative Education experience and arranges for the student to make a presentation of the project to the company and the CME department at the end of the Cooperative Education experience.

Aids in student recruitment to the CME program which includes participating in student events.

Provides tours for students and discusses the program with potential students and their parents/guardians.

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. Directs and implements activities pertaining to student advising, course scheduling, cooperative education experience, academic progression and record maintenance.
2. Oversees internal operations and maintenance of the CME classrooms and facility.
3. Provides supervisory guidance and feedback to 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; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree from an accredited 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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