JOB DESCRIPTION

Associate Director- McNair Program

Definition of Class
This is a professional position in which the incumbent manages the day-to-day management of the McNair program, a federally funded, educational program designed to encourage and adequately prepare college students for doctoral study. The incumbent is responsible for processing program applications with students and faculty in the participating institutions; identifying, recruiting and selecting eligible students for participation in the program. This position ensures compliance with federal, state and institutional program guidelines and goals; coordinates workshops and a summer program for the professional development of McNair scholars; participates in grant administration of budget and expenditures; and monitors student and program progress in order to determine program effectiveness. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Manages and develops programs for the participating institutions; provides on-site direction and support to campus liaisons; coordinates the activities of students and faculty in the implementation of program goals; and coordinates the assignment and distribution of equipment, supplies and other resources needed for program implementation.

Recruits and selects students to participate in the program (criteria for eligibility: low income, first generation college students, and students from under represented groups with appropriate portion of students in Science, Technology, Mathematics and Engineering); develops screening strategies and selection criteria; designs and disseminates brochures and flyers, advertising recruitment activities, and selection procedures; participates in the decision making process for selection.

Participates in the implementation of year-round workshops and other activities designed to encourage doctoral study; liaisons with participating institutions to determine feasibility; provides necessary resources which may include contracting out appropriate presenters; and monitors and evaluates workshop’s effectiveness.

Develops and implements a 6-8 week summer program for participants encompassing individually-tailored career and needs assessment, skills development, counseling, and research experiences; coordinates the provision of computer and writing workshops; develops strategies and reviews guidelines for appropriate classes and workshops; assigns faculty mentors to guide students in their discipline; monitors and reviews effectiveness of faculty mentors and program.

Provides on-site direction and support to participants and other key personnel. Serves as a communication-link with student and faculty program participants via e-mail, telephone, conferences, workshops, newsletters, and computer bulletin board in order to establish and maintain contact and support.

Manages the planning and implementation of support services to aid to McNair scholars in obtaining advanced degrees. Makes provision for tutorial, counseling, and assessment services to aid students in obtaining advanced degrees; develops strategies and guidelines for assessing academic and personal needs.

Assists the Director in fiscal management and administration of grant and contract funds, and in the general allocation of resources, in conjunction with project directing; provides technical writing and budget reporting as required. Performs budget analyses, expense tracking, and reporting to federal agencies.

Develops and maintains a database system that tracks and monitors participants’ progress toward post baccalaureate enrollment; supervises the maintenance of a centralized filing system that houses records of McNair's participants; tracks participants throughout their career and submits reports regarding the effectiveness of the program.

Keeps abreast of changing federal regulations regarding program requirements and expectations. Interprets and implements federal regulations to ensure compliance with program mandates.

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. Provides day-to-day management and coordination of McNair Program.
2. Serves as liaison with partner institutions and student population in support of McNair principal objectives.
3. Assists the Director in fiscal management and administration of grant and contract funds.
4. Keeps abreast of changing federal regulations regarding program requirements and expectations. Interprets and implements federal regulations to ensure compliance with program mandates.

**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 10 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 periodically required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and lift or carry.

**Experience/Educational Requirements:**

- **Education:** Master's Degree from an accredited four-year college or university.
  
- **Experience:** Three (3) year 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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