Assistant Director, Croft Institute of International Studies

Definition of Class
This is a professional position in which the incumbent is responsible for directing the admissions, recruiting, and advising efforts for the Croft Institute of International Studies. Incumbent assists with managing the daily operation of the department and serves as the Director in his/her absence.

Examples of Work Performed
Directs the admissions, recruiting, and advising efforts for the Croft Institute of International Studies. Assists Director with managing the overall operation of department.

- Develops and implements recruitment strategies. Develops annual recruitment calendar; coordinates recruitment visits. Generates public relation materials and publications for recruitment purposes.
- Travels to various conferences, seminars, schools and recruiting events. Makes presentations to various groups and organizations.
- Advises and counsels students and potential students concerning admission requirements, degree requirements, course selection, and related functions.
- Monitors students’ academic progress through the course of degree program; discusses progress with Director and faculty; and makes appropriate recommendations.
- Identifies students at risk and develops strategies for providing support to such students.
- Assists Director in determining curriculum and course needs for programs.
- Supervises senior thesis program by coordinating with faculty and students, ensuring appropriate enrollment, tracking student progress, reviewing thesis prospectuses, and other related duties.
- Plans and implements special projects and events.
- Coordinates technology efforts of department. Maintains and updates website and databases.
- Prepares reports and analysis setting forth progress and adverse trends.
- Supervises, trains, and coordinates the activities of subordinate staff.
- Serves as 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. Directs the admissions, recruiting, and advising efforts for the Croft Institute for International Studies.
2. Recruits potential applicants through on-campus and off-campus visits, speaking engagements, and tours.

3. Revises, implements, and maintains an advising system.

4. Plans and implements special projects and events.

**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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university.
  
  **AND**
  
  - **Experience:**
    Two (2) 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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