JOB DESCRIPTION

Associate Director, Croft Institute for International Studies

**Definition of Class**
This is a professional position in which the incumbent assists in providing direction for the Croft Institute and is responsible for collaborating with the Executive Director in management of the Institute. This position provides academic and career advising to students, and, depending on academic credentials, includes teaching International Studies courses. The incumbent frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Advises the Executive Director in management of the institute.

Communicates and consults with faculty on various issues related to the current operation and future direction of the Institute.

Provides academic and career advising for International Studies majors and minors; maintains a database for academic and career advising.

Trains and supervises Croft Institute academic advisors.

Develops and implements academic advising policies and procedures; uses statistical analysis to identify trends and needs.

Reviews student schedules and grades to monitor progress; develops strategies to support students at risk.

Develops and implements policies and procedures for two-course senior thesis sequence.

Meets and communicates with students to explain requirements and deadlines for thesis; coordinates Thesis Writers’ Conference.

Coordinates Croft Senior Thesis which includes meeting with student to explain requirements and deadlines.

Develops and teaches International Studies and other appropriate courses.

Creates content for and maintains the department website.

Assists with recruiting and admissions to achieve goals. Evaluates admissions applications for scholarships.

Writes and distributes a department newsletter.

Prepares and presents reports on analysis of progress and adverse trends in the academic program.

Coordinates special events with guest speakers according to faculty and department needs.

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. Assists in the management of the Croft Institute.
2. Provides academic and career advising for International Studies students.
3. Develops and implements academic advising policies and procedures.
4. Teaches International Studies and other appropriate courses.

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

**Experience/Educational Requirements:**

- **Education:** Master’s degree from an accredited four-year college or university.
- **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/Vet/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.