Definition of Class
This is a supervisory position in which the incumbent assists in overseeing the day-to-day operations of the department and ensures university compliance with applicable regulations. Incumbent is responsible for recruiting and advising, risk and crisis management, maintains institutional relationships between the University and international partners, and assists in managing the budget. This position reports directly to the Director of Study Abroad.

Examples of Work Performed
Recruits students and serves as a main point of contact for faculty-led programs.

Maintains the department website and social media, as well as, creates flyers and marketing materials to promote the programs.

Advises students on programs available, documentation required to leave the country, and evaluates their transcripts upon their return.

Serves as risk and crisis manager for the office. Advises students of potential risks and assists them if a crisis arises.

Serves as a liaison to other institutions for negotiating agreements and maintaining collaborative relationships.

Provides supervision to assigned staff.

Creates and implements policy statements for new agreements, programs and relationships for the office; updates office handbooks and develops orientation policies.

Assists with department budget and has signatory authority on certain accounts.

Coordinates publications for the office.

Supervises the day-to-day operations of the department and makes necessary decisions in the absence of the Director.

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. Serves as risk and crisis manager for the office.

2. Recruits students and serves as a main point of contact for faculty-led programs.

3. Assists with department budget and has signatory authority on certain accounts.

4. Provides supervision to assigned staff.

5. Serves as a liaison to other institutions for negotiating agreements and maintaining collaborative relationships.

6. 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: No special vision requirement.

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. The incumbent is periodically required to stand and walk.

Experience/Educational Requirements:

Education: Bachelor's Degree from an accredited 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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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADA 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.