Program Manager - Mississippi Teacher Corps

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for planning, coordinating, and executing programs and recruiting activities associated with the Mississippi Teacher Corps. The incumbent provides personal and professional support for teachers enrolled in the program and maintains the budget for general operation and recruiting and reports to the Assistant Dean/Co-Director of the Mississippi Teacher Corps.

Examples of Work Performed
Coordinates national recruiting activities by attending career fairs and conducts visits with high level executives at universities and colleges in an effort to recruit non-education majors to participate in a Master of Arts program within the School of Education.

Designs and distributes recruitment literature and maintains the program’s website.

Collects and reviews applications and essays of candidates and routes to selection committee members. Assists in the selection of program participants.

Maintains correspondence with participants, candidates, external agencies, and the general public through mail, phone, and email.

Observes and evaluates teacher performance in the classroom and provides feedback and support to aid in professional development. Maintains professional development records on each participant.

Maintains a database of Mississippi Teacher Corps alumni. Provides assistance to alumni in attaining out-of-state teacher certifications and letters of recommendation.

Maintains recruiting and travel budget and reconciles purchase requisitions, cash advances, and reimbursements of departmental expenditures. Works with financial aid regarding the disbursement of scholarship payments.

Coordinates initial summer training program and arranges all workshops, including the recommendation of faculty and presenters. Schedules dates for fall and spring classes and orders teaching materials.

Performs related or similar duties as required or assigned.

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. Plans, coordinates, and executes programs for the Mississippi Teacher Corps, including recruitment and selection of participants.

2. Maintains budget for recruiting and general operations.

3. Maintains database of alumni and provides assistance to Mississippi Teacher Corps alumni in attaining certifications and letters of recommendation.
4. Provides support and feedback to first and second-year teachers to aid in their professional development.

**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; and talk or hear. The incumbent is periodically required to use hands to finger, handle, or feel. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend; and climb or balance.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.

  AND

- **Experience:** Two (2) years of teaching and experience related to the above described duties.

- **Certification:** Must hold a valid teaching certificate.

- **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 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.