Definition of Class
This is a professional position in which the incumbent coordinates the daily activities of the Partnership for Student Success and Ole Miss Opportunity Scholars programs. This position will create and implement programs to ensure recruitment and support for students as well as meet goals and initiatives set by the Center for Student Success and First Year Experience. The incumbent will teach at least one course per semester and report to the Associate Director.

Examples of Work Performed
Coordinates the daily activities related to the Partnership for Student Success (Partnership), Ole Miss Opportunity Scholars (OMO) and any other special programs within the Center.

Recruits and provides support to the students enrolled in the programs.

Assesses the program effectiveness and provides methods for retention.

Serves as the liaison to Northwest Community College for the Partnership program.

Creates and implements programming in support of the students.

Provides oversight of programming and support of OMO.

Coordinates support to students in the OMO program in partnership with the FASTrack program.

Teaches at least one class per semester.

Serves as an advisor and advocate for students.

Assists the Associate Director with special projects as needed.

Represents the Center as a member of various University committees and special initiatives.

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. Coordinates the daily activities of assigned programs.
2. Recruits and provides support to students enrolled in the programs.
3. Creates and implements programming for the programs.
4. Provides assessment tools and retention efforts for each program.
5. Teaches at least one class per semester.

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 50 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

**Education:**
Master’s Degree from an accredited four-year college or university in Higher Education, Counseling or related field.

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

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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