JO

B DESCRIPTION

Associate

Director,

US

- Japan

Partnership

Program

Definition of Class

This is a supervisory position in which the incumbent exercises independent discretion and judgment while managing and coordinating the daily activities associated with the US - Japan Partnership Program. Incumbent reports to the Senior International Officer/Executive Director of Office of Global Engagement.

Examples of Work Performed

Manages the daily activities of the US -Japan Partnership Program and staff.

Manages the fiscal affairs of office and programs.

Oversees the activities of the Japanese Supplementary School program by selecting, placing, and supervising instructors; selecting and purchasing curricular and library materials; and performing the role of the Principal of the school.

Serves as liaison between the US – Japan Partnership Program and parents/schools.

Serves as liaison for families relocating to area and participating in programs by producing materials in Japanese to assist families.

Represents the University to the Japanese and local community.

Establishes policies and procedures for the US – Japan Partnership Program. Communicates policies and procedures to parents/students/instructors/schools and makes policy revisions as necessary.

Makes decisions related to enforcement of student discipline based on school policies and procedures to parents, students, instructors and school.

Supervises enrollment of students and record keeping as well as monitoring student progress.

Hires and supervises subordinate staff including clerical support, teachers, and volunteer staff.

Promote international cultural awareness and issues

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. Manages and oversees the daily activities as it relates to the US - Japan Partnership Program.

2. Oversees all operations of the Japanese Supplementary School, including personnel, curriculum programs, grading, student discipline, scheduling and professional

3. Provides guidance and supervision to subordinate staff.

4. Monitors and maintains the budget.
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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and walk.

Experience/Educational Requirements:

Education:
Master’s Degree in Education, Teaching English as a Second Language, or a related field from an accredited college or university.

AND

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

Additional Requirement:
Must be able to speak, read, and write Japanese.

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 to an agency 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