JOB DESCRIPTION

Assistant Director, Academic Support Center

Definition of Class
This is a supervisory position in which the incumbent oversees the day-to-day operations of the Academic Support Center and assists with the planning and execution of strategies designed to strengthen academic support services for students. Duties include supervising center staff, developing and overseeing center programs, and providing support to the Director. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Manages the daily operations of the Academic Support Center including, but not limited to, proposing and maintaining the center’s budget, recommending personnel changes to the Director, approving routine purchases, directing the work of subordinate staff, etc.

Assists in developing and implementing policies and procedures related to the academic support and success of students.

Provides support to the Director in the development and implementation of a comprehensive advising program for students without declared majors and those in health professions.

Assists in the production of professional development materials, resources, and activities related to student academic success and advising.

Develops, administers, presents, and oversees center programs, seminars, workshops, etc. Assesses, recommends, and implements improvements and/or changes.

Works with current and prospective students to discuss issues such as, but not limited to, major selection, course scheduling, degree requirements, and alternative courses of study.

Serves as a resource for faculty and staff in matters related to academic services. Acts as liaison between students, faculty, and professional schools.

Prepares operational reports and analysis setting forth progress and adverse trends.

Represents the center on various committees, boards, and associations.

Attends local, state, and national workshops and conferences.

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 the day-to-day activities of the Academic Support Center including oversight of budget, personnel, and operations.

2. Develops and oversees the administration of department programs. Assesses program success and recommends improvements.
3. Assists with the planning and execution of center strategies and goals.

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

- **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.

Rev. 04/01/2015

*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.*