JOB DESCRIPTION

Director Academic Credit Programs – Outreach & Continuing Education

Definition of Class
This is a supervisory position in which the incumbent directs, administers, and coordinates academic credit courses offered to nontraditional students at off-campus locations. Incumbent oversees programs of independent study, exercises discretion and independent judgment in a wide variety of areas, and reports directly to the Executive Director.

Examples of Work Performed
Determines academic credit courses to be offered at off-campus locations and through distance learning.

Establishes and enforces admission policies for nontraditional students.

Coordinates course and faculty support from academic departments to facilitate offerings at off-campus centers and other locations.

Evaluates courses offered each semester to determine their effectiveness and retention worthiness. Teaches courses on a regular basis.

Directs the Summer College for High School Students program.

Monitors course rotations to meet needs of nontraditional adult students.

Coordinates appropriate faculty compensation.

Assures compliance with applicable accreditation standards, state policies, and university guidelines pertaining to nontraditional students and academic credit courses offered off-campus.

Directs and guides clerical and administrative personnel.

Maintains liaison with deans of the university’s college and schools regarding matters of concern, such as new academic programs, graduate program development off-campus, and enrollment issues.

Coordinates with directors of off-campus centers on financial aid and enrollment issues.

Keeps Executive Director of Outreach and Continuing Education informed on fiscal and policy 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. Directs and administers appropriate academic credit courses offered by the University of Mississippi to nontraditional students at off-campus centers and other off-campus locations.

2. Directs and administers the University of Mississippi Summer College for High School Students program.
3. Insures that academic credit programs fall within established fiscal limits.

4. Teaches classes.

**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 will be required to sit, stand, and walk.

**Experience/Educational Requirements:**

**Education:**
A Doctor of Philosophy degree from an accredited university.

AND

**Experience:**
Two years of related administrative experience and post-secondary level teaching experience.

**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/DEA 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.