Definition of Class
This is a supervisory position in which the incumbent provides leadership in developing and expanding professional and lifelong learning programs for the Division of Outreach and Continuing Education. Incumbent ensures compliance with university policies and procedures; manages all fiscal affairs; and oversees the daily activities associated with professional and lifelong learning programs. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Provides overall administrative leadership, management and marketing for programs.

Hires, trains, and supervises staff.

Develops annual departmental and program budgets/income projections.

Assesses educational needs and markets relevant program.

Develops and implements new educational programs. Maintains and reorganizes existing programs.

Negotiates contracts with hotels and centers for program sites.

Oversees the hiring of professional and lifelong learning faculty and facilitators.

Ensures staff is accessible to continuing professional educational opportunities.

Facilitates communication and networking among project participants and external entities.

Prepares annual reports on enrollments, income, and expenditures for the profit center.

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, develops, promotes, and maintains professional and lifelong learning programs.

2. Supervises and coordinates the activities of support staff.

3. Plans, develops, and manages all fiscal affairs.

4. Prepares reports as necessary.

5. Establishes and maintains effective work relationships with students, faculty, staff and the public.

6. Engages in strategic planning and program assessments.
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 talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education: Bachelor’s Degree from an accredited four-year college or university in a related field.

   AND

   Experience: Four (4) 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.

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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.