**Definition of Class**
This is a supervisory position in which the incumbent provides leadership in developing pre-college education and expanding existing pre-college education for several ongoing yearly and summer programs. Incumbent ensures compliance with university policies and procedures; manages all fiscal affairs; and oversees the daily activities associated with pre-college programs. The incumbent exercises discretion and independent judgment and reports to the Associate Provost for Outreach and Continuing Studies.

**Examples of Work Performed**
Directs and oversees Summer College for High School Students, Summer Academy, Jump Start, Academic Competitions, Dual Credit, Independent Study High School, Rebel Quest, Lott Leadership programs, Writing Project, and other pre-college programs.

Serves as liaison between the Independent Study High School, parents/schools; and between instructors and technologists.

Maintains accreditation status of Independent Study High School.

Establishes and maintains policies and procedures for Independent Study High School. Communicates policies and procedures to parents/students/instructors/schools.

Writes national and state refunding grants and prepares midyear reports to maintain funding.

Assists in the creation of new professional development workshops for teachers and oversees the Summer Institute for Teachers

Works with the Professional Development Coordinator in providing professional development for North Mississippi school districts.

Attends and contributes to state network and national meetings.

Maintains affiliations with state networks, including the Mississippi Writing Thinking Institute, and the national office for the National Writing Project.

Interfaces with deans, department chairs, or other appropriate academic administrators to secure approval of enrollments and resolve problems arising from admissions processes.

Plans and organizes new and existing programs. Maintains and reorganizes existing programs as needed.

Hires, trains, and supervises professional staff.

Develops program budgets/income projections and manages fiscal affairs for pre-college programs.

Determines pre-college program needs.

Oversees the hiring of pre-college faculty and facilitators.
Ensures staff is accessible to continuing professional educational opportunities.

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

Supervises efficient operation of the office in meeting external party needs.

Ensures compliance with university policies and procedures.

Meets with departmental chairs to ensure programs are meeting expectations.

Develops guidelines and trains professional staff on appropriate procedures. Coordinates and oversees daily work assignments of professional staff.

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 pre-college education programs.

2. Supervises, trains and coordinates the activities of professional staff.

3. Plans, develops, and manages all fiscal affairs for pre-college programs.

4. Prepares reports as necessary, engages in strategic planning and program assessment for pre-college programs.

5. Assists with the development of marketing strategies for high school students.

**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:**
Master’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.

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.*