Definition of Class
This is a supervisory position in which the incumbent coordinates and manages the planning, design, development, and delivery of print and web-based courses and program offerings. Incumbent coordinates with faculty to develop new web-based courses and expand print based offerings. The incumbent also manages and oversees all fiscal matters.

Examples of Work Performed
Coordinates with deans, chairs, and faculty to offer University print and web-based courses and program offerings.

Determines academic disciplinary actions for students enrolled in courses.

Serves as University point of contact to the Southern Regional Electronic Campuses (SREC).

Coordinates with Manager of Interactive Technology to ensure integrity of web-based courses.

Stays abreast of technology changes.

Provides the Executive Director with cost information for developing new courses.

Manages and oversees fiscal operations. Ensures the proper receipting of student tuition and fees.

Advise students on campus and at a distance regarding requirements for course completion.

Ensures, to the degree possible, that course academic integrity is maintained.

Supervises personnel functions relating to payroll and hiring faculty/staff.

Drafts brochure copy and ensures compliance with University policies and procedures.

Ensures that academic guidelines are congruent with academic departments.

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 coordinates the administration of print and web-based course and program offerings.

2. Provides printed brochures, schedules, and guidelines for the creation of courses and other written material.

3. Advise students both on campus and at remote locations.

4. Supervises support staff and manages office functions.

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 a college or university in a related field.

AND

**Experience:**
Four (4) years of experience related to the above described duties.

OR

**Education:**
Master’s Degree from a college or university in a related field.

**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.*