JOB DESCRIPTION

Director of College Programs

Definition of Class
This is a supervisory position in which the incumbent provides leadership in developing college programs offered through 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 college programs.

Examples of Work Performed
Directs and oversees the Study USA Program, Internship Programs, Independent Study and the Outreach testing center.

Coordinates with chairs and faculty to determine and offer University courses and program offerings.

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

Hires, trains, and supervises staff. Coordinates and oversees daily work assignments of professional staff.

Ensures course academic integrity is maintained.

Develops annual departmental and program budgets/income projections.

Oversees the hiring of faculty and facilitators for programs.

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 all programs and testing center.

May be required to travel to various off-campus locations including business and industry sites. Attends related meetings and conferences.

Supervises efficient operation of the office in meeting external and internal needs.

Ensures compliance with university policies and procedures.

Meets with departmental chairs to ensure programs are meeting expectations.

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 Outreach college programs.

2. Supervises, trains and coordinates the activities of support staff.
3. Plans, develops, and manages all fiscal affairs of Outreach college programs.

4. Prepares reports as necessary.

5. Serves as a liaison to outside agencies and the University’s administrative departments. Builds and maintains collaborative relationships to support college program activities.

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:**
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.

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