JOB DESCRIPTION

Director of Summer, Winter and Online Sessions

Definition of Class
This is a supervisory position in which the incumbent plans and directs the Office of Summer and Online Sessions. The incumbent oversees pilot projects, monitors enrollment, determines class and program offerings, and assists with budget planning. The Incumbent exercises discretion and independent judgment. Incumbent reports to the Associate Provost for Outreach and Continuing Studies.

Examples of Work Performed
Coordinates with chairs and faculty on developing course offerings for Summer and Online Classes.

Insures academic guidelines for Summer and Online Sessions are congruent with academic departments.

Coordinates marketing strategies with the Director of Marketing.

Assists with developing schedules, brochures, publications, and policies.

Monitor enrollment to ensure Summer and Online Sessions are profitable.

Manages the fiscal operations of both Summer and Online Sessions.

Assists in developing and monitoring Summer and Online Sessions budget.

Serves as Liaison for the Office of Summer and Online Sessions.

Supervises and directs support staff.

Assists the Associate Provost as needed.

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. Plans and directs Summer, Winter and Online Session activities, including course and program offerings.

2. Supervises and coordinates the activities of support staff.

3. Coordinates with chairs and faculty on developing courses and degree programs for summer, winter and online sessions.

4. Engages in strategic planning and program assessments for the Division of Outreach.

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 25 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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Master’s Degree from an accredited four-year college or university.

AND

Experience:
Two (2) 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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