JOB DESCRIPTION

Associate Director of Pre-College Programs for High School Students

Definition of Class
This is a supervisory position in which the incumbent coordinates and directs pre-college programs for high school students. The incumbent oversees publications and develops marketing strategies for the programs. Reports directly to the Director of Summer School.

Examples of Work Performed
Directs and oversees Summer College for High School Students, Summer Accelerated Studies, Start, and Lott Leadership programs.

Travels to various locations to recruit high school students.

Meets with departmental chairs to ensure programs are meeting expectations.

Assists the Assistant Director of Marketing with developing marketing strategies for the programs.

Assists students with admissions, financial aid, and housing assignments.

Verifies eligibility of prospective students for admission purposes.

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

Ensures compliance with university policies and procedures.

Manages all fiscal affairs for pre-college programs.

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. Coordinates and directs pre-college programs.

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

3. Travels and recruits high school students.

4. Supervises, trains, and coordinates the activities of subordinate staff.

5. Manages all fiscal affairs for pre-college programs.

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 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.

**Experience:**
Three (3) 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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