



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: Director of P-20 Initiatives

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **Director of P-20 Initiatives**. The Director of P-20 Initiatives reports directly to the Associate Commissioner for Academic and Student Affairs, the System's chief academic officer. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

The IHL offices are located in Jackson, Mississippi.

JOB SUMMARY:

The incumbent provides leadership for the development, coordination, and implementation of system-wide activities that promote an effective, efficient, and seamless pre-K to workforce education system in Mississippi that prepares students for the workforce and facilitates lifelong learning. In carrying out these duties, the director of P-20 initiatives works closely with the university administrators; community college leaders; K-12 leaders; state and federal policymakers; business leaders; and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. *This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.* This employee will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities include:

- Adheres to IHL and department policies, procedures, and regulations
- Serves as a member of the Office of Academic and Student Affairs administrative team and provides advice and counsel to the associate commissioner for academic and student affairs on matters that support a seamless pre-K to workforce educational system
- Provides leadership in developing and implementing innovative programs that promote higher education opportunities for adult learners, working professionals, and other non-traditional students
- Partners with K-12 leaders and others in support of initiatives that enhance college readiness
- Provides leadership in ensuring that the state has a qualified workforce to support economic development
- Develops, collects, analyzes, and interprets P-20 data
- Monitors student performance on certification and licensure examinations
- Collaborates with university faculty and staff in promoting and expanding post-baccalaureate educational opportunities



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- Provides leadership in expanding dual enrollment/dual credit offerings
- Provides leadership in expanding programs delivered via distance learning
- Serves as the IHL liaison on a system-wide articulation committee to maintain the state articulation agreement and maintain cooperative working relationships with the community/junior college system
- Develops new initiatives to encourage community/junior college students to pursue additional postsecondary education at IHL universities
- Keeps abreast of proposed curriculum changes, interprets the impact of curricular changes of other institutions' requirements for transfer students
- Serves as the IHL representative at all Mississippi Community College Board meetings
- Facilitates collaborative relationships with community colleges, private colleges and universities, K-12 education, government and industry
- Serves on various boards, committees, and task forces
- Performs other duties as directed by the associate commissioner for academic and student affairs

QUALIFICATIONS:

Education and/or Experience:

- Holds an earned doctorate with three years of successful administration experience in higher education OR equivalent senior-level higher education administration experience
- Has knowledge and understanding of the role of 2-year colleges and their value
- Has extensive experience with the use of office technology
- Has extensive experience collecting, summarizing, interpreting, and presenting data

Mental Requirements (Knowledge, Skills and Abilities):

- Excellent written and verbal communication skills
- Excellent organizational, analytical, and time management skills
- Ability to work under pressure and to meet multiple deadlines
- Ability to develop short-term and long-term goals
- Ability to collaborate with diverse persons, agencies, and groups

CONFIDENTIALITY STATEMENT

Employees of this department are prohibited from disclosing confidential and proprietary information of the employer and employees. This confidentiality obligation is effective while employed in this department and continues after termination of employment.



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Application requirements:

To apply for this position, submit an official **IHL Application for Employment** along with a letter of interest illustrating the match between the candidate's experience and the position requirements, a current vita, and the names and contact information, including email addresses, for five professional references to the following address:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Documents may also be emailed to **hr@mississippi.edu** or faxed to 601.432.6129.

Women and minorities are encouraged to apply. For more information regarding IHL, visit our website at: **www.mississippi.edu/ihl**.

Persons wishing to submit nominations for the position should send an email including the nominee's name and contact information to **hr@mississippi.edu**.

The review of applications will begin immediately and will continue until the position is filled.