Position Announcement

Director of Strategic Initiatives

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of Director of Strategic Initiatives in the Office of Academic and Student Affairs. The Director of Strategic 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 System office is located in Jackson, Mississippi.

Job Summary

The Director of Strategic Initiatives works with IHL institutions to develop and manage strategic initiatives to drive equity in degree attainment for priority student populations. The Director of Strategic Initiatives works closely with the IHL universities for system-level and statewide initiatives to provide project leadership, strategic thinking, equity mindset, collaboration, and communication in the development, implementation, and management of strategic initiatives. The Director of Strategic Initiatives serves the IHL Board of Trustees by seeking opportunities to develop initiatives that enable all students to succeed.

Essential Functions

A review of this description has excluded the marginal functions of this job that 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 the 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
- Maintains a broad understanding of current and emerging issues and opportunities in serving under-represented populations as well as wrap-around services that help serve students in need
- Provides leadership in development, implementation, and management of current and new strategic initiatives that support access, retention, completion as well as improving the state’s educational attainment rate, including but not limited to Complete 2 Compete, at Mississippi’s public higher education institutions
- Leads daily operations of strategic initiatives at the state level to ensure continued growth and success of programs; May assist in the development and implementation of some initiatives with the management responsibility being assigned to other members on the office of academic and student affairs administrative team
- Coordinates or participates in statewide meetings and task forces related to strategic initiatives to drive equity in degree attainment for priority student populations, including but not limited to adult, African American, first-generation, incarcerated/formerly incarcerated, low-income, military, transfer, underserved, and veteran student populations
- Collects program data and provide state-, system-, and institution-level reports to monitor effectiveness of strategic initiatives for access, retention, and completion
- Seeks funding opportunities and write proposals to earn grant money to assist with the development, implementation, and management for strategic initiatives that help our system and institutions meet the diverse educational needs of its students
• Serves on various boards, councils, and task forces that further support the State of Mississippi’s vision of strategic investment in the state’s human capital and supporting the state’s mission to promote growth and the public good through the advancement of the individual

• Performs other duties as directed by the Associate Commissioner for Academic and Student Affairs

**Competencies**

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<th>Ability to work independently as well as lead multiple project teams</th>
<th>Critical Thinking</th>
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<td>Active Listening</td>
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<td>Reading Comprehension</td>
<td>Speaking</td>
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<td>Active Learning</td>
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**Education and Experience**

A Master’s degree with five to ten years related experience;
Experience with grant writing and management; Experience with project management;
Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); and
Demonstrated skills involving customer service, analytical thinking, active-listening, and problem-solving.

**Working Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment. Applicant is also required to be able to perform assigned duties within a teleworking environment.

**Physical requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Position type and expected hours of work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

**Travel**

Periodic travel not limited to but to include accreditation site visits, training, development, speaking engagements, and meetings is expected.

**Application Requirements**

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. To apply for this position, submit an official IHL Application for Employment, along with the documents noted above to the following address:

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

Applications may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.
For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.