



THE UNIVERSITY of MISSISSIPPI

JOB DESCRIPTION

Associate Director-Continuing Legal Education

Definition of Class

This position directs, administers, and coordinates continuing legal education for lawyers, public officials, and others who seek to enhance their professional standing through continuing education. The incumbent exercises discretion and independent judgment.

Examples of Work Performed

Develops, coordinates, and executes University Continuing professional education seminars.

Assists in formulation of professional educational goals.

Meets with lawyers and professional leaders to adequately determine continuing professional education topics and number of seminars needed to adequately address those topics.

Coordinates all arrangements for Continuing Legal Education seminars, including scheduling speakers/lecturers, soliciting attendees, and logistics in order to meet departmental profitability goals.

Selects means to promote seminars, including developing brochures and flyers.

Evaluates effectiveness of Continuing Legal Education seminars. Prepares attendance reports and profit/loss reports quarterly.

Teaches a course during both fall and spring semesters.

Recruits lawyers to participate in publications; develops marketing materials; and sells publications.

Appears before the Mississippi Bar Association (MBA) and Continuing Legal Education (CLE) Commission on an annually basis.

Directs and guides support personnel.

Performs related or similar duties as required or assigned.

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, administers, and coordinates the continuing legal education programs of the Institute for Continuing Studies.
2. Prepares reports and analyses.
3. Conducts legal research.
4. Organizes, coordinates, and leads seminars.

5. Teaches one course each semester.

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 and use hands to finger handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and sit.

Experience/Educational Requirements:**Education:**

A Juris Doctorate Degree from an accredited college or university in a related field.

AND

Experience:

Two (2) years of experience related to the above described duties.

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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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.