



RISE@UM

Overview

This academic program for University of Mississippi staff in administrative support roles is a 12-credit hour (four semester) program to support the professional and cognitive skills development of UM employees who currently work in or desire to transition into administrative assistant-type positions.

Key Areas of Learning and Development

- Professional and Written Communication
- Budget and Data Operation
- Leadership
- Critical Thinking

Benefits

- Enhanced Departmental Productivity and Effectiveness
- Utilizes Existing Employee Tuition Remission Benefit
- Focuses on Developing Transferable Skills
- Presents the Possibility for New Career Advancement Opportunities
- Fosters Professional Learning Communities for Administrative Support Positions
- Provides a Pathway to Educational Attainment and Degree Completion

Curriculum

- WRIT 175 Introduction to Professional Writing
- FIN 101 Excel in Excel
- LIBA 199 Introduction to the Theory of Leadership
- Critical Thinking*

Eligibility

- Applicants Must Not Hold a Bachelor's Degree
- Supervisor Approval is Necessary for Participation
- Must Be Employed by the University of Mississippi for at Least One Year

Time Commitment

- Two-year, four semester academic program
- One hour and 30-minute Lunch and Learn Sessions Every Two Weeks During the Fall and Spring Academic Terms

Contact Us

For more information, please contact the Division of Diversity and Community Engagement (diversity.olemiss.edu) or General Studies (generalstudies@olemiss.edu).