Definition of Class
This is a professional, supervisory position in which the incumbent administers and coordinates the activities of registration, grading, course scheduling, degree audit, graduation, transcript recording, and technical support activities and exercised discretion and independent judgment. Incumbent supervises and trains professional and support staff in activities associated with on-line data processes. This position reports to the Registrar.

Examples of Work Performed
Supervises and coordinates activities associated with registration, withdrawal, course scheduling, on-line transcript submission.

Maintains master academic calendar of events, permanent grade reports, and changes associated with grade processes.

Coordinates and maintains records concerning academic programs. Conducts final review of academic schedules in consultation with Publications.

Oversees the scheduling of classrooms in consultation with academic departments.

Trains faculty, staff, and students on proper use of degree audit reports.

Maintains master set of transfer articulation rules. Oversees the process of determining transfer of credit in consultation with academic departments and deans.

Oversees system testing and installation. Develops appropriate manuals and training materials.

Maintains academic history of students.

Researches, recommends, and installs computer software and hardware products. Performs problem analysis and specification studies.

Defines and maintains users, applications, and devices on the network.

Prepares various reports and analyses for administrative utilization and reporting.

Assists in developing departmental policies and procedures.

Interprets rules and resolves problems with processes.

Supervises support staff. Manages personnel functions.

Serves as Registrar in his/her absence.

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. Manages and coordinates activities relating to registration, grade processing, degree audit and transfer articulation, on-line transcript processing, graduation, and technical support.
2. Oversees the course scheduling and classroom assignment activities.

3. Supervises and trains staff.

4. Serves as Registrar in his/her absence.

**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 Human Resource Department 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 10 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 regularly required to sit. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

  AND

- **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 Human Resource Department 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/DEA 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.