Definition of Class
This is a supervisory position in which the incumbent is responsible for the recruiting activities associated with the Master of Business Administration and Master of Healthcare Administration programs. Incumbent coordinates the program admissions process to include orientation and enrollment of new students. Incumbent manages records for prospective and current students; serves as academic advisor to enrolled students; and coordinates placement activities for internships and permanent employment positions. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Markets the Master of Business Administration and Master of Healthcare Administration programs to prospective students and employers; represents the program on campuses and in communities.

Imparts knowledge of the corporate environment, to include career planning and trends in employment opportunities.

Designs and manages the marketing plan for the program. Utilizes direct mail, electronic mail, telephone, personal contact, and the program web site to recruit students from national and international markets. Coordinates campus visits and tours for prospective graduate students.

Receives applications and supporting materials; develops applicant records; prepares evaluation dossiers for the Admissions Committee; and coordinates paperwork associated with assistantships and financial assistance.

Tracks the progress of enrolled students to ensure they are meeting program requirements. Audits student records to confirm graduation eligibility.

Advises students in specific areas, including policies of the programs, course schedules, areas of specialization, and personal long-range planning.

Designs and implements the orientation program, to include the enrollment process.

Cultivates relationships with businesses and employers as prospective placement sources for both internship and permanent employment. Works in conjunction with the University’s Career Center. Counsels students in job and internship opportunities. Assists in student career search activities.

Employs computer technology in a variety of facets.

Performs similar or related duties as assigned or required.

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 recruiting functions for the Master of Business Administration and Master of Healthcare Administration programs.

2. Administers the admissions, orientation and enrollment processes for the Master of Business Administration and
Master of Healthcare Administration programs.

3. Manages records for prospective and current students for the Master of Business Administration and Master of Healthcare Administration programs.

4. Serves as academic advisor for Master of Business Administration and Master of Healthcare Administration programs.

5. Establishes and maintains relationships with potential employers for Master of Business Administration and Master of Healthcare Administration programs.

6. Coordinates student placement activities for Master of Business Administration and Master of Healthcare Administration programs.

**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 occasionally required to stand, walk, sit, talk and hear.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in Business Administration, Education Administration, or a related field 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 Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
“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.