Assistant Dean for Student Services

Definition of Class
This is a professional position in which the incumbent provides support to current and prospective students. Incumbent is responsible or undergraduate recruitment, scholarship administration, and development/management of programs to aid undergraduate students in a School or College. The incumbent makes decisions using exercising discretion and independent judgment. Position reports to the Assistant or Associate Dean, or the Dean of the School.

Examples of Work Performed

Coordinates advising activities, advises students on course schedules, and processes transfer equivalencies and degree applications.

Designs communication plans and promotional materials for recruitment of undergraduate students.

Attends recruitment events, conducts various campus recruitment events, hosts campus visits and responds to prospective student inquiries.

Coordinates scholarship administration activities to include, review of scholarship applications, preparation of scholarship budgets, decisions regarding allocation of funds, conduction of scholarship committee meetings, selection and notification of recipients, and oversight of student academic progress to ensure award requirements are met.

Develops and manages the co-op program and serves as liaison with industry for career fair events and manages the School/College job posting web page. Advises students on career/co-op matters, interview preparation and resume review, etc.

Serves as a liaison with Career Center on placement and graduate tracking. Promotes job opportunities to students and advises students regarding resume and interview skills.

Administers the School’s internship program. Coordinates enrollment of students seeking academic credit for internships. Processes student and employer reports and maintains internship records. Publicizes and seeks internship opportunities.

Seeks new relationships with prospective employers to aid in placement, graduate tracking and alumni relations.

Manages the School’s cohort program, coordinates program courses, enrollment and activities, and develops new offerings.

Provides oversight and guidance to student organizations and promotes the tutoring services to students. Manages the Student Ambassador program activities and outreach efforts and assists with other outreach efforts.

Teaches courses as needed.

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. Develops, implements and manages various programs to provide support to current and prospective students.
2. Coordinates recruitment activities to increase enrollment.
3. Manages scholarship award activities and administration.
4. Supervises and provides guidance to student organizations and 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle, or feel.

Experience/Educational Requirements:

Education:
Master’s Degree in a related field from an accredited four-year college or university.

AND

Experience:
Five (5) 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 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.