Assistant to the Dean – Graduate School

**Definition of Class**
This is a supervisory position in which the incumbent provides academic advising and counseling, supervises and coordinates the admissions processes and the maintenance of student records, manages graduate assistants’ health insurance program and assists the Dean and Associate Dean with administrative duties. Incumbent exercises discretion and independent judgment.

**Examples of Work Performed**
Advises current and prospective graduate students regarding graduate policy; handles student appeals; and helps to resolve student academic issues.

Monitors and approves admissions recommendations from departments.

Makes admissions decisions for non-degree seeking and visiting student applicants.

Supervises Graduate School admissions and records staff.

Manages the graduate assistants’ health insurance program. Manages budget of the program and roster of covered graduate assistants. Determines eligibility. Approves requests for waiver of insurance. Gives information about coverage to students and serves as liaison with insurance provider.

Manages certain scholarship processes for department. Works with Financial Aid to setup fellowships and manages total expenditures of certain scholarship accounts.

Works in conjunction with other departments to develop improved processes for handling applications and student records.

Acts as liaison with off-campus centers regarding admission, registration, and student records.

Represents Graduate School at Orientation, recruiting fairs, graduate education conferences, and other Graduate School events.

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. Advises current and prospective graduate students regarding graduate policy; handles student appeals; and helps to resolve student academic issues.

2. Oversees the admissions and records activities of the Graduate School.

3. Supervises Graduate School admissions and records staff.

4. Manages certain scholarship processes for department.

5. Manages the graduate assistants’ health insurance program.
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 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 frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; climb; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education:
   Bachelor's Degree from an accredited four-year college or university.

   AND

   Experience:
   One (1) year 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.

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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.