Definition of Class
This is a supervisory position in which the incumbent is responsible for the admission activities of the Law School. Incumbent directs recruitment activities and scholarship administration, statistical analysis and reporting, applicant evaluation and advising, and file maintenance by exercising discretion and independent judgment.

Examples of Work Performed
Directs the admission activities and recruiting efforts for the School of Law.

Provides admissions counseling to prospective students seeking application to the University of Mississippi Law School. Analyzes student credentials and makes recommendations to the Admissions Committee regarding applicants.

Reviews all admission files; ensures completeness through follow-up correspondence. Meets one on one with students, provides information via telephone, email or written correspondence.

Administers scholarship award process. Provides Scholarship committee with information about each applicant and makes recommendations. Makes recommendations to the committee regarding the value of each scholarship and the amount awarded. Ensures compliance with terms of scholarship agreement.

Captures and analyzes statistical data to generate reports regarding applicants; communicates with internal committees and outside agencies, such as Law School Admission Services and the Prelaw Advisors Association.

Maintains familiarity with admission procedures, curriculum, scholarships, financial aid, and other university procedural requirements.

Evaluates and makes recommendations regarding changes or re-definition of the School of Law admissions policies.

Develops and implements recruitment strategies in an effort to increase law school attendance. Develops annual recruitment calendar; coordinates recruitment visits to other universities through their prelaw advisors.

Implements admission initiatives designed to attract and enroll a class that meets the Law School’s mission and expectations. Generates external communication materials to include publications and web information, as well as on-line application forms.

Coordinates technology efforts of unit by determining appropriate admissions software and on-line resources. Prepares applicable admissions reports and analyzes data trends in order to develop and implement effective recruitment strategies.

Plans special events such as Pre-Law Day, Scholarship/Awards Day, First-Year Orientation and Admitted Student Day; schedules other on-site visits for groups and individuals as needed.

Develops and maintains relationships with a network of alumni, faculty, and students to contact admitted students.

Supervises and coordinates the work of assigned personnel.

Travels extensively to various conferences, seminars, schools and recruiting events. Makes presentations to various groups and organizations.

Manages and maintains records for prospective and current students.

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. Directs the admissions activities and recruitment efforts for the School of Law.
2. Maintains statistical data, generates reports, and analyzes data as it relates to recruiting and admissions.
3. Evaluates and maintains admission files and applications of all Law School applicants and students.
4. Administers scholarship award activities for the School of Law.

**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 20 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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**  
Juris Doctorate degree from an accredited college or university.

AND

**Experience:**  
Four (4) years experience related to the above described duties.

AND

**Licensure:**  
A valid driver's license.

**Substitution Statement:**  
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Background Check Requirements**  
This position requires a background check upon hire.
**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.

Rev. 04/28/2015

_The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA 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_