JOB DESCRIPTION

Associate Director Admissions

**Definition of Class**
This is a supervisory position in which the incumbent performs duties associated with the coordination of student recruitment activities. Incumbent is responsible for assisting in the recruitment, registration, and awarding of scholarship of student applicants for admission to the University. Incumbent relieves supervisor of routine administrative duties and has the authority to exercise discretion and independent judgment in a wide variety of areas.

**Examples of Work Performed**
Assists the Director with planning the University’s annual recruiting activities and scholarship programs; and determining how financial resources will be allocated to support these activities.

Serves as signatory officer for budgets and has the latitude to make spending decisions.

Provides additional administrative oversight for processing.

Gives broad direction for the activities of the admission counselors and the recruitment function of the University with alumni, guidance counselors, and other officials to ensure active recruitment of students and continued secondary and undergraduate school relations.

Budgets time of personnel depending upon events and functions of department.

Assigns and directs daily work assignments and long-term projects of clerical support staff. Coordinates and reviews work projects; establishes priorities and allocation of manpower, and determines and approves material and equipment usage. Conducts staff meetings to explain work procedures on new policies. Instruct staff both orally and in writing and answers questions about work. Spot-checks general work to assure compliance with standards.

Develops promotional publications and materials to be used in recruiting activities. Assures conformance to set standards and explains or interprets guidelines to subordinates, alumni, guidance counselors and prospective students. Develops and monitors an annual schedule of prospect mailings. Plans and implements new approaches to communicating with prospects.

Manages the administration of merit-based scholarships by identifying students who meet scholarship eligibility requirements, counsels student and parents, and notifies recipients of scholarship awards.

Submits correspondence and visits with high ability students and parents to development personal relations in an effort to increase recruitment.

Periodically plans and holds training and information sessions in various recruiting and financial aid activities of the department. Instructs support staff, alumni admissions, advisory committees, guidance counselors, recruiting teams, and other officials on new and improved recruiting methods.

Serves as liaison with various departments regarding the awarding of scholarships and coordinates activities of the Executive and University Scholarship Committees.

Coordinates ART (Alumni Recruiting Team) activities; trains members; disseminates information; answers questions and concerns about prospective students; and recruits alumni to join the program.

Establishes work standards of performance within department. Provides guidance for improvement.
Assists in the assessment of departmental goals; collects and analyzes data and prepares reports; serves as liaison with Institutional Research.

Makes recommendations to Director on hiring or terminating subordinates.

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. Visits secondary schools and junior colleges and conducts meetings with prospective students, guidance counselors and other official.
2. Contacts prospective students, applicants, University alumni, guidance counselors and others seeking information on admissions standards, academic and non-academic programs, scholarships, and student activities.
3. Conducts on-campus interviews of prospective students and their parents; assists in arranging campus tours.
4. Conducts training, orientation, and information sessions.
5. Represents the University at various recruiting functions; provides information concerning admissions requirements, financial aid, courses of study, and other facets of University life.

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

**Experience/Educational Requirements:**

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

AND

**Experience:**
Two (2) year’s 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.

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. 05/01/2015

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.