JOB DESCRIPTION

Assistant Director of Admissions - Operations

Definition of Class
This is a supervisory position in which the incumbent is responsible for application processing operations. Incumbent in this position ensures that the application process adheres to the Institution of Higher Learning regulations and frequently makes decisions by exercising discretion and independent judgment. Incumbent coordinates mail contacts with prospective students. Incumbent reports to the Director of Admissions.

Examples of Work Performed
Provides supervision and guidance to assigned individuals.

Interprets Institution of Higher Learning and University of Mississippi admission policies and regulations.

Evaluates and implements operating procedures. Communicates with internal and external stakeholders concerning policies and procedures.

Monitors daily preparation of cash deposits and receipts; audits daily cash reports.

Plans employee work schedules, and prepares assignments.

Develops and monitors an annual schedule of applicant mailings. Plans and implements new approaches for communicating with applicants.

Ensures that materials required for applicants are updated and available when needed.

Organizes systems to facilitate data collection; compiles and presents admissions related data in appropriate formats.

Helps host routine campus visitors. Travels to assist with school visits, and participates in special recruitment conferences.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

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. Oversees the coordination and administration of the undergraduate admissions processing operation.

2. Plans, coordinates, and implements mass and direct mailings, including personalized letters to prospective students.

3. Prepares admissions related reports for internal and external use.

4. Functions as part of the admission’s student recruitment team.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SEES) 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 regularly required to walk; and sit. The incumbent is occasionally required to stand; use hands to finger, handle, or feel objects; stoop, kneel, crouch, or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
A Bachelor’s Degree in Marketing, Communications, Journalism, English, Education, or related field from an accredited college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

AND

**Licensure:**
Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

**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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