Assistant Director Admissions – Orientation and Campus Visits Programs

**Definition of Class**
This is a supervisory position in which the incumbent coordinates a comprehensive orientation program for students and parents and oversees the coordination of daily campus visits and tours, as well as on-campus recruitment events. The incumbent frequently exercises discretion and independent judgment in planning and scheduling orientation and recruitment events, training Ole Miss Ambassadors and Orientation Leaders, and developing long-range strategic plans for effective recruitment. This position reports to the Director of Admissions.

**Examples of Work Performed**
Plans, develops, coordinates and evaluates the University’s orientation program, campus visit programs and on-campus recruitment events.

Designs print, web and social media materials for orientation and maintains orientation aspects of the website.

Monitors the budget for orientation sessions/programs and recruitment events.

Prepares reports and analyzes the data related to orientation, campus visit programs and on-campus recruitment events.

Maintains the visit and events module within the campus recruitment management (CRM) system.

Coordinates and assists with the selection of ambassadors and orientation leaders, as well as the executive council for the ambassadors.

Provides training and guidance to Ole Miss Ambassadors and Orientation Leaders in regards to recruitment and orientation programs.

Conducts presentations and on-campus interviews.

Provides admissions information and guidelines regarding financial aid, courses of study, etc. to prospective students and parents/guardians.

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. Plans, develops and implements a comprehensive orientation program for students and parents.

2. Coordinates campus visit programs and on-campus recruitment events.

3. Oversees the recruitment, selection, training and participation of students involved in recruitment organizations.
4. Counsels prospective students and parents/guardians regarding admissions processes and the University.

**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 and color 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; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  A Bachelor’s Degree in field from an accredited college or university.
  
  AND

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

- **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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