Definition of Class
This is a supervisory position in which the incumbent provides supervision and guidance to staff participating in recruitment activities for the University. Incumbent is responsible for the day-to-day operations of undergraduate recruitment activities; planning and implementing state, regional and national recruitment strategies; management of departmental budget and assessment of goals. Position has the authority to exercise discretion and independent judgment and reports to the Director of Admissions.

Examples of Work Performed
Directs and supervises the activities of staff involved in undergraduate recruitment for the University.

Provides guidance to admissions counselors to ensure active recruitment of students and continued secondary and undergraduate school relations.

Develops financial strategies to support recruitment. Plans and manages the University's annual recruiting activities and determines how financial resources will be allocated to support these activities. Coordinates state, regional and national travel strategy expenditures.

Manages departmental budget, serves as signatory officer, and has the latitude to make spending decisions.

Budgets time of personnel, coordinates and reviews work projects, establishes priorities and allocation of manpower, and determines and approves material and equipment purchases and usage.

Plans and presents training and information sessions in various recruiting and financial aid activities and instructs support staff on new and improved recruiting methods.

Establishes work standards of performance within department and provides guidance for improvement.

Conducts staff meetings to explain work procedures on new policies. Instructs staff both orally and in writing and answers questions about work. Spot-checks general work to assure compliance with standards.

Participates in the assessment and reporting of departmental goals; collects and analyzes data and prepares reports; serves as liaison with Institutional Research.

Represents the University at various recruiting functions; provides information concerning admissions requirements, financial aid, courses of study, and other facets of University life.

Directs search processes, interviews candidates and makes recommendations regarding hiring.

Teaches one section of EDHE 105 each academic year.

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. Provides supervision and guidance to staff involved in undergraduate recruitment activities for the University.
2. Manages departmental budget and serves as signatory officer.
3. Coordinates assessment and reporting of departmental goals.
4. Represents the University at various recruiting functions.
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:
Master’s degree from an accredited college or university.

AND

Experience:
(3) years of 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. 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.”