Definition of Class
This is a supervisory position in which the incumbent is responsible for recruiting, admissions, advising, and academic support services. Incumbent will also supervise staff and manage the day-to-day operations which includes oversight of the budgetary decisions of the assigned regional campus. This position will report to a Director.

Examples of Work Performed
Provides supervision and management of the day-to-day operations.
Coordinates the admissions plan, recruiting, and retention efforts.
Serves as an academic advisor and provides academic support for students.
Provides information and coordination needed for class scheduling.
Coordinates the scheduling of campus events.
Ensures computers and distance learning equipment is maintained.
Prepares reports in regards to admissions for internal and external use.
Manages budgets for the department.
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 and implements the advising and academic support services.
2. Coordinates and participates in campus events.
3. Prepares admissions related reports for internal and external use.
4. Supervises staff and the day-to-day operations which includes budget management.

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 Higher Education, Business, or related field from an accredited college or university.

AND

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

AND

**Licensure:**  
Valid State of Mississippi 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.

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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.