Definition of Class
This is a supervisory position in which the incumbent exercises discretion and independent judgment to direct the registration and record-keeping aspects of the School of Law. The incumbent provides support to faculty, administrators, and law students by scheduling course offerings, tracking enrollment, and evaluating the progress of each student toward degree requirements.

Examples of Work Performed
Directs the registration and record-keeping aspects of the School of Law. Maintains student records.

Serves as a central point of contact for law students regarding degree requirements.

Works with administrators and faculty to ensure that students receive appropriate counseling and advice to make informed decisions as they plan their programs of study.

Works with administrators (especially the Associate Dean for Academic Affairs) and faculty to develop and implement a strategic plan for the curriculum, the academic schedule, and degree program requirements. To support this effort, the incumbent creates, generates, and analyzes a variety of reports related to enrollment, course offerings, grading, student attrition, bar passage, etc.

Schedules courses and oversees classroom assignment. Prepares and distributes course schedule. Ensures that the course schedule helps achieve strategic objectives and accommodate personnel concerns.

Directs course registration process. Ensures accuracy and completeness of University system of course listings.

Uses appropriate information technology resources, including the University system and other applications (for example, course-scheduling and enrollment management software), to support scheduling, classroom assignment, and to generate reports related to the academic program.

Assists in providing timely and accurate information regarding law school curricular offerings by coordinating and supervising print and online dissemination of semester schedules and catalog offerings.

Provides wide-ranging logistical support for the law school academic program by, among other activities, supervising the examination process (e.g., providing anonymous exam numbers and facilitating grading), ensuring instructors have selected course books, communicating book orders to appropriate vendors, coordinating efforts to satisfy university course reporting requirements (e.g., posting of syllabi), verifying and processing grades, calculating and distributing class ranks, processing requests for transcripts and other student records, etc.

Verifies student enrollment, academic, and graduation standing for bar admissions purposes.

Supervises and coordinates the work of assigned personnel.

Participates in professional development activities and maintains knowledge of current issues facing similar registrars nationally.

 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. Directs the registration and record-keeping aspects of the School of Law.
2. Directs course and classroom scheduling, distribution of schedule, and registration.
3. Maintains statistical data, generates reports, and analyzes data as needed.
4. Provides extensive logistic support for law school academic program including processing of grades and calculation of class ranks.
5. Performs degree audits to ensure graduation requirements have been met.

**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 20 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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; lift or carry; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.
- **AND**
- **Experience:** Two (2) years of experience related to the above described duties.
- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth 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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