Definition of Class
This professional position coordinates academic counseling, recruitment, retention, academic support services and implements assigned programs and projects for the department. Duties include providing academic counseling services, tracking and assessing academic progress, and developing and coordinating special events and sponsored professional development programs for faculty, and providing support to the chair. The incumbent exercises discretion and independent judgment. Position reports to the Department Chair.

Examples of Work Performed
Oversees the advising operations, organizes and implements the advising plans for students, and assists in the development and implementation of policies and procedures related to the academic operations and success of students.

Advises students on their academic curricula course scheduling, degree requirements, and makes suggestions based on one-on-one interactions with students.

Refers students to other centers on campus such as the Counseling Center, Student Disability Services, and Career Services, when necessary.

Meets with students who are returning from academic suspension or dismissal, on probations, and others to discuss methods of increasing the likelihood of their success.

Establishes and maintains records, and produces detailed reports concerning the individuals that have been advised, their needs, and their progress.

Coordinates and hosts recruiting events for current and prospective students to increase awareness and enrollment.

Develops and coordinates special events and sponsored professional development programs for faculty members. Collaborates with various agencies to promote special events and professional development programs.

Creates and submits all required reports reflecting training presented and participating individuals.

Maintains current information about admission requirements and serves as a resource for faculty and staff in matters related to academic services, and serves as a liaison between students, faculty, and other academic counselors.

Establishes and maintains records, and produces detailed reports concerning student advisement.

Monitors expenses related to special events and programs, and secures necessary equipment and supplies.

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. Coordinates the day-to-day academic advising operations of the department.
2. Advises students on their academic curricula and makes suggestions based on one-on-one interaction.
3. Develops and implements comprehensive recruitment, advising, and retention programs for current and prospective students.
4. Coordinates and evaluates departmental special events and sponsored professional development programs for faculty.

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

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited college or university.
- **Experience:** Two (2) years of experience related to the above described duties.

**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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