Coordinator of Admissions-Law School

**Definition of Class**
This is a professional position in which the incumbent performs a variety of duties in the identification and recruitment of prospective University students and represents the University to the public within assigned geographic regions. Incumbent plans for and participates in promoting the University in a variety of ways using marketing strategies and public relations skills and frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Helps plan and implement institutional and admissions marketing strategies and plan publications and other communications that execute those strategies.

Represents the University in a variety of situations to interpret state-mandated and Law School admissions requirements.

Reviews publications, prepare statistical reports and meets with the admissions committee.

Oversees budget expenditures for the department.

Communicates with prospective law students throughout the application process.

Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission and generates reports.

Coordinates the distribution of printed information to these individuals on a regular basis.

Organizes systems to facilitate data collection; compiles and presents admissions related data in appropriate formats.

May supervise support staff.

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. Oversees the budget and tracks accounts.
2. Represents the University in an assigned geographic area.
3. Counsels prospective students about the University in general.
4. Tracks applications for potential students.
5. Collects data and prepares reports.

**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 sit. The incumbent is periodically required to 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 four-year college or university.

  AND

- **Experience:** Three (3) 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.

Rev. 05/13/2015

*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.*

*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.*