**Definition of Class**
This is a professional position in which the incumbent performs a variety of duties in the recruitment of prospective students and guidance of current students which includes undergraduate or graduate advising. This position is responsible for admissions and scholarship administration. The incumbent plans for and participates in promoting the department in a variety of ways using marketing strategies and public relations skills which includes contacts with alumni. The incumbent frequently uses independent judgment and discretion.

**Examples of Work Performed**
Serves as an admissions counselor for transfer, undergraduate, and graduate students; reviews transcripts for high school students.

Coordinates admissions counseling and recruiting.

Advises students in regards to career and co-op opportunities which include resume’ and interview preparation.

Coordinates and participates visits with community colleges within an assigned region and conducts meetings with prospective students while building relationships with alumni, community college counselors, human resource directors of corporations and other interested parties.

Identifies at risk students and develops strategies for providing support to such students.

Maintains contact with alumni and connects students with alumni for mentoring.

Visits high schools or community colleges within assigned region and conducts meetings with prospective students while building relationships with alumni, school counselors, and other interested parties.

Evaluates applicants for admissions and scholarships.

Reviews admissions files and ensures they are completed properly through follow-up correspondence.

Responds to student/parent inquiries regarding admissions and communicates with scholarship recipients.

Serves as a liaison to other university departments regarding admissions and financial aid/scholarships.

Develops communication plans and promotional materials for recruitment of students.

Coordinates, plans and promotes all events for the department which include orientation and graduation.

Corresponds with and answers questions from K-12 teachers on yearly workshops and grant opportunities.

Maintains website and all social media outlets for students and alumni.

Consults with businesses in the area for recruitment of non-traditional students.

Coordinates and analyzes the prospect tracking system data.

Represents the University in admissions and recruiting efforts.
Serves as the administrator on-duty for night classes and problem-solving in the absence of other staff.

Supervises admissions counselors and other 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. Serves as an academic advisor to current and prospective students.
2. Coordinates the evaluation of students for admissions and scholarships.
3. Directs recruitment and outreach activities for the department.
4. Serves as a liaison to other university departments.

**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.

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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.