JOB DESCRIPTION

Coordinator of Academic Support Services

Definition of Class
This is a professional position in which the incumbent oversees the day-to-day academic advising operations of the Center and assists with the planning and execution of strategies designed to strengthen academic services for students. Duties include supervising Academic Counselors, track and assess academic services and providing support to the Director or Executive Director. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Oversees the day-to-day academic advising operations of the department; tracks and assesses academic advising services.

Coordinates advising schedules and academic support services such as writing and computer lab and tutoring.

Plans and implements the advising plan for all students.

Monitors daily activities and identifies the needs of Academic Counselors.

Coordinates technical services and compressed video.

Serves as an administrator for evening classes and back up in the absence of other administrative staff members; serves on an administrative leadership team.

Assists in developing and implementing policies and procedures related to the academic operations and success of students.

Advises students on their academic curricula and makes suggestions based on one-on-one interactions with students.

Provides support to the department in the development and implementation of a comprehensive advising program for students.

Assists in the production of professional development materials, resources, and activities related to student academic success and advising.

Serves as a resource for faculty and staff in matters related to academic services. Acts as liaison between students, faculty, and other academic counselors.

Represents the department on various committees, boards, and associations.

Attends local, state, and national workshops and conferences.

Supervises and coordinates advising and technical staff.

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. Monitors daily activities, identifies needs of Academic Counselors and supervises staff.

3. Advises students on their academic curricula.

4. Assists in developing and implementing policies and procedures related to the academic operations and success of students.

**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 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.