Coordinator of Undergraduate Admissions

**Definition of Class**
This is a supervisory position in which the incumbent provides information about the University's admission requirements and standards; reporting of statistical data to all levels of University administration. The incumbent works in the Admissions and Records office and has the responsibility of supervising and coordinating the evaluation and admission of prospective students.

**Examples of Work Performed**
Supervises and participates in activities of the Admissions office.

- Plans employees work schedules, prepare assignments and monitor work operations.
- Trains and instructs support personnel which includes performance evaluations.
- Coordinates and implements mass and direct mailings which includes personalized letters to prospective students.
- Interprets IHL and Ole Miss admission policies and regulations.
- Audits admission documents for undergraduate students.
- Monitors students in deferral and developmental courses and supervises follow-ups. Reports academic progress of the deferral and developmental courses to IHL board.
- Re-evaluates admission documents for validity of classification, residency and academic standings.
- Maintains computer backup for all operations.
- Assists with registration, new student orientations and commencement exercises.
- Corresponds with students, parents and high school academic counselors.
- Interprets final term grades with respect to academic eligibility.
- Maintains documentation for each student and audits academic records at the end of an enrollment period.
- Trains and supervises employees involved in the daily preparation and computer generation of cash deposits and receipts. Audits daily overall cash deposits.
- Interprets University policy, answers questions from parents, students, departments or outside persons regarding University requirements and standards for individual applicants with respect to their applications, advanced credit decisions, and academic status.
- Prepares a variety of reports or analyses reflecting statistical data and trends.
- Assist with the coordination of the administration of the spring Accuplacer testing required for Mississippi residents that do not meet admission requirements.
- Assists in interviewing prospective employees.
- 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. Supervises and coordinates the evaluation and admission of prospective students.
2. Coordinates and implements mass and direct mailings.
3. Prepares reports for internal and external use.
4. Supervises, trains and interviews employees.
5. Assists with recruitment events.

**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 regularly required to sit. The incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in business, education or a related field.
- **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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