Coordinator of International Admissions and Recruitment

Definition of Class
This is a professional position in which the incumbent coordinates the recruitment of international students and scholars and directs the admissions process for international students. Incumbent provides support to international students, administrative assistance to the department, and makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Creates and revises application and responds to requests for application information.

Compiles necessary information for admissions application and verifies information for visa application and student visa status, as well as tracks the admissions process.

Creates and maintains and distributes promotional materials for the purpose of recruitment using various types of media, such as the internet, CD ROM, video, and written materials.

Attends conferences, solicits partner schools and assists academic departments in the promotion of their programs to international students.

Assists in student orientation, advises on University policies and procedures and non-academic issues.

Arranges housing, health plans and transportation options for students.

Organizes and implements student social activities. Makes reservations, organizes transportation and supervises chaperones.

Maintains interface with University faculty to arrange for campus visits of scholars, prospective students, and faculty and administrators of international institutions. Assists in tours of the University for international visitors.

Coordinates the evaluation of grade transcripts submitted by international student applicants.

Provides departmental information and referrals as necessary.

Represents the department at various campus functions as needed.

Supervises office support staff and student workers, assigning responsibilities and monitoring performance.

Provides administrative support for the department.

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 admissions process for international students.

2. Develops and implements marketing strategies to recruit international students.
3. Supervises and participates in the credential evaluation process.
4. Organizes and implements student support activities.
5. Provides administrative support for the department.

**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 25 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 periodically required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in International Studies, English, Journalism, Communications, Higher Education or a related field from an accredited four-year college or university.

  AND

- **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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*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.*