JOB DESCRIPTION

Community College Admissions Counselor

Definition of Class
This is a professional position in which the incumbent recruits students to the University primarily from community colleges and seeks to build relationships with key community college personnel. Acts as liaison officer between the Admissions office and the Alumni Recruiting Team (ART) program and exercises 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 at various functions, dealing primarily with community colleges, to interpret state-mandated and institutional admissions requirements, provide financial aid information and guidelines, and give information regarding courses of study, and other facets of the University to prospective students, families, and school administrators and faculty.

Creates a file of most-desired prospective students (VIPS) based on evaluation of student files, observations during school visits, and recommendations from alumni, school officials, and other interested parties. Devises and implements a plan to increase the likelihood those prospects will enroll at UM. Advise prospective transfer students about the transferability of courses and other issues having to do with the transition to the University.

Plans and executes visits to all community colleges in state and some out of state, including maintaining contacts at each location, preparing materials and presentation. Evaluates enrollment potential of various schools and schedules follow-up visits as appropriate. Works to establish ties with community college faculty and staff, particularly the academic dean and chief student life officer, in order to be and be seen as an expert on articulation issues.

Coordinates efforts between regional admissions counselors and members of the Alumni Recruiting Team in attracting prospective students. Maintains and disseminates list of Alumni Recruiting Team members to regional admission counselors as needed. Calls on Alumni Recruiting Team volunteers and distributes packets and other materials to them.

Maintains a University vehicle (van), including periodic cleaning of inside and outside, scheduling routine maintenance checks and having inspection sticker updated as needed.

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. Recruits transfer students from community colleges.
2. Makes presentations to student groups.
3. Counsels with students and parents regarding the admissions process.
4. Coordinate the activities of the Alumni Recruiting Team.
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 regularly required to sit or stand. The incumbent is frequently required to lift, carry and use hands to finger, handle or feel objects, tools, or controls and occasionally required to stoop, kneel, crouch or crawl; and walk.

Experience/Educational Requirements:

   **Education:**
   Bachelor's Degree from an accredited college or university.

   **AND**

   **Licensure:**
   Valid Mississippi Driver's License.

   **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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