Coordinator Admissions & Advising - Outreach

**Definition of Class**
This is a professional position responsible for coordination of recruiting, advising, and conduction of academic support services at assigned regional campuses. The incumbent serves as an academic advisor and coordinates the scheduling of events, provides supervision and guidance to staff members, manages the day-to-day operations, and advises on budget matters. This position reports to a Director.

**Examples of Work Performed**
Provides supervision and oversight of the day-to-day operations assigned regional campuses.

Coordinates the daily activities of Admissions Counselors and Academic Counselors.

Develops processes to integrate the efforts of Admissions Counselors and Academic Counselors in regards to advising, recruiting, and retention.

Creates a calendar outlining annual advertising, recruitment and promotion activities.

Investigates new recruitment methods and makes recommendations for the creation of print and electronic marketing pieces.

Serves as an academic advisor and provides academic support for students.

Provides information and coordination needed for class scheduling. Creates reports regarding courses offered.

Assists in compilation and analysis of survey data collected. Responds as necessary to requests for information.

Coordinates and participates the scheduling of campus events. Exercises oversight for annual scheduling of visit and pre-transfer advising days.

Interacts with staff regarding distance learning equipment and course scheduling.

Assists in budget development, making recommendations on budget matters related to marketing, promotion and recruitment.

Assists in compilation of data and completion of annual assessment reports

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 staff and the day-to-day operations.

2. Plans and implements the advising, recruitment, promotional, and academic support services.
3. Coordinates and participates the scheduling of campus events.
4. Prepares admissions related reports for internal and external use.
5. Assists in budget development.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SEES) 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 walk; and sit. The incumbent is occasionally required to stand; use hands to finger, handle, or feel objects; stoop, kneel, crouch, or bend; and reach with hands and arms.

**Experience/Educational Requirements**:

**Education**: Bachelor's Degree in Higher Education, Business, or related field from an accredited college or university.

**Experience**: Three (3) years of experience related to the above described duties.

**Licensure**: Valid State of 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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