Definition of Class
This is a professional position in which the incumbent serves on the Vice Chancellor’s leadership team. This position will plan and coordinate a wide range of professional development events to educate division employees on student development, investigate incidents of bias and make recommendations, make budgetary decisions, and counsel and advise students and parents on a wide range issues to include, but not limited to, academic, mental and physical health, social adjustment and legal concerns.

Examples of Work Performed
Visits secondary schools and junior colleges within assigned region and conducts meetings with prospective students and school officials.

Visits business industry within assigned region and conducts meetings with prospective non-traditional students.

Corresponds with prospective students, applicants, University Alumni, guidance counselors and others seeking information on admissions standards, academic and non-academic programs, and student activities; makes telephone calls or schedules personal visits with prospective students, as appropriate.

As appropriate, conducts on-campus interviews of prospective students and their parents; assists in arranging campus tours; attends training programs and staff development meetings.

Coordinates the activities of the Alumni and Community Advisory Committees within the region to assist foundation development.

Coordinates the distribution of printed information to these individuals on a regular basis, distributes to them lists of students in their respective areas that should be contacted. Attends group meetings with the committees frequently.

Develops special recruitment programs and functions in order to present information to prospective students and to form a favorable impression of the University.

If applicable, assist in pre-registration and summer pre-college counseling sessions.

Represents the University at various functions to provide information concerning admission requirements, financial aid, courses of study, and other facets of the University.

Coordinates and manages student ambassador and telecounseling programs.

Establishes and provides leadership for student government and student organizations at off-campus sites through the collection, maintenance, and distribution of information for student organizations.

Coordinates career center activities to transition students to the work environment with resume writing programs, internships, and career service fairs.

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. Identifies and recruits prospective University students.
2. Represents the University in an assigned geographic area.
3. Counsels prospective students about programs and/or the University in general.
4. Plans and implements a travel schedule.
5. Organizes and supervises student organizations and student government at off-campus sites.
6. Coordinates and supervises career center activities and provides career information to non-traditional 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 50 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. The incumbent is periodically required to 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:**
  Master’s Degree 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/DEA 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.