JOB DESCRIPTION

International Enrollment Counselor, Pre-College Programs

Definition of Class
This is a professional position in which the incumbent performs a variety of duties in the identification and recruitment of prospective international students for participation in pre-college programs. Incumbent plans for and participates in promoting pre-college programs using marketing strategies and public relations skills and frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Assists in the planning and implementation recruitment strategies for international students coming to pre-college programs. Continues to recruit students from these programs to the university for their undergraduate studies.

Represents the University at various domestic and international recruitment events.

Provides financial information and guidelines, and gives information regarding courses of study and other facets of the University to prospective international pre-college students.

Participates with the departmental leadership in defining key schools and countries, sets new student enrollment targets for each, and devises and implements strategies to reach those targets.

Visits high schools and conducts meetings with prospective students while building relationships with alumni, school counselors, and other interested parties. Devises and implements a plan to increase the likelihood those prospects will enroll at the University as a pre-college student as well as an undergraduate student.

Corresponds with prospective international students including applicants, family, alumni, school counselors and others seeking information on admissions standards, academic and non-academic programs, and student activities; makes telephone calls and schedules personal visits with prospective international students, as appropriate.

Conducts presentations at prospective international schools to prospective students and their parents or guardians; assists in arranging campus tours for international school counselors and leaders; attends training programs and staff development meetings.

Develops special recruitment programs and functions in order to present information to prospective international students.

Works in collaboration with the Intensive English Program and/or other departments on campus to design or adapt a course to the needs of a specific group of participants.

Assists with travel arrangement and move-in for pre-college international students.

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 international students for participation in pre-college programs.
2. Corresponds with prospective international students on admissions standards, academic and non-academic programs, and student activities.

3. Provides support and guidance to international students during the application process and during participation in pre-college programs.

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:
Bachelor's Degree from an accredited four-year college or university.

AND

Experience:
One (1) year experience related to the above described duties.

AND

Licensure:
Must possess a valid 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.

Rev. 04/10/15
“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.