Definition of Class
The incumbent in this position is responsible for coordinating, planning, implementing, and participating in campus visitation programs, campus conferences and volunteer student organization recruiting activities involved in the recruitment of prospective University students. The incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Manages the flow of daily campus prospective student visitors and makes arrangements for visitors to receive appropriate attention while on campus.

Assists in planning, develops, implements, and evaluates campus conferences, including helping decide whether to continue or modify current programs or add new ones, setting agendas, securing guest speakers, extending invitations to appropriate groups of student prospects, reserving meeting space, arranging housing and food services, and making other logistical arrangements as appropriate.

Coordinates activities of Ole Miss Student Ambassadors with regards to recruitment efforts, including but not limited to giving campus tours, serving as hosts for overnight visitors, and assisting with various student recruitment activities.

Assists with the selection of Ole Miss Student Ambassador’s new members and officers.

Maintains the effectiveness of student recruiting volunteer organization (Ole Miss Student Ambassadors) through ongoing training and communication.

Provides enrollment information and guidelines, and gives information regarding courses of study, and other facets of the University to prospective students, families.

Maintains database with accurate records indentifying current participants in the Student Ambassadors Program as well as documentation of student campus visits.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

May coordinate and supervise work of assigned clerical support staff and student workers.

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. Plans and coordinates the schedules of campus visits by prospective student visitors and families.

2. Coordinates campus conferences and associated activities for prospective students and families.

3. Provides guidance and training to student recruiting volunteer organization in regards to recruitment activities.
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; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor's Degree from an accredited college or university in Communications, Marketing, English, the social sciences or a related field.

AND

Experience: One (1) year 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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