Definition of Class
This is a professional position in which the incumbent provides academic counseling through advising, guiding, and registering students. The incumbent also exercises discretion and independent judgment.

Examples of Work Performed
Advises and counsels students and potential students concerning admission requirements, degree requirements, course selection, and related functions by utilizing undergraduate and graduate catalogs as well as other information.

Maintains interface with Continuing Studies personnel and representatives of Admissions, Graduate School, academic areas and applicable administrative offices to ensure compliance with current requirements and procedures.

Prepares operational reports and analysis setting forth progress and adverse trends.

Maintains current information concerning admission requirements as well as degree requirements in the various academic areas.

Establishes and maintains student record files and assists with class rolls, grades and permanent records.

Monitors students’ academic progress through the course of degree program.

Aids and assists students in completing required admission forms.

Interfaces with various segments of the community to determine the need for credit and non-credit programs for recommendation.

Counsels students regarding degree program options to ensure students can make informed decisions about degree choices.

Provides recommendations related to academic scheduling and frequency of courses offered.

Verifies transfer credits for selected programs.

Assist in recruiting prospective students to increase enrollment.

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. Advises students and potential students concerning admission requirements, degree requirements, course selection, and related functions.

2. Communicates with Admissions, Graduate School, academic areas, and/or applicable administrative offices to ensure compliance with current requirements and procedures.

3. Participates in activities associated with the registration of 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 10 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 regularly required to stand. Incumbent occasionally is required to walk; and lift/carry objects.

Experience/Educational Requirements:

Education:
A Bachelor’s Degree in related field from an accredited college or university.

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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