The University of Mississippi

JOB DESCRIPTION

Assistant to the Dean

Definition of Class
This is a professional position in which the incumbent coordinates a program of academic guidance and support through increasing the rate of retention, graduation, and overall academic success of students. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Organizes priority registration and orientation. Authorizes drop/add requests for students.

Maintains correspondence with students and handles problems involving grade appeals and faculty complaints.

Serves as liaison for off-campus centers including advising and registration.

Conducts presentations for Preview Day, Scholars Day, Spring Visit Day, and other recruiting events.

Prepares degree audits for juniors and seniors upon request and verifies candidates for degrees; certifies transcripts; inspects and supervises preparation of diploma applications; advises graduation candidates and advisors of status.

Compiles and prepares guidelines for degree requirements. Evaluates transfer transcripts. Prepares questionnaire for students’ responses.

Coordinates the student aspect of the graduation ceremony.

Coordinates all activities relating to recruiting students; including mailing of materials, processing responses, receiving scholarships applications, and recommending scholarship awards. Works with faculty committee to update recruiting materials.

Recruits students at high schools and community colleges. Attends regional and statewide functions in an effort to recruit.

Identifies students at risk and develops strategies for providing support to such students.

Recruits and trains academic counselors. Prepares guidelines for the advising system. Coordinates training sessions with department heads.

Organizes student activities on Commencement Day. Prepares honors list for the graduation program. Prepares numbered identification cards for all May and August graduates. Updates graduation candidates regarding commencement news.

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. Develops a program for advising students that are undecided about which degree to acquire.

2. Serves as a college liaison and recruiter for high schools and community colleges.
3. Revises, implements, and maintains an advising system.

4. Resolves problems related to academics.

**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 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from an accredited four-year college or university.

  **AND**

- **Experience:**
  Three (3) 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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