Director of Office of National Scholarship Advisement

**Definition of Class**
This is a professional position responsible for directing the activities of the Office of National Scholarship Advisement. The incumbent serves as the institutional representative for national scholarship involvement, coordinates the University’s participation in national scholarship competitions, implements campus-wide outreach to students and faculty, and oversees internal procedures required by national competitions. This position reports to the Dean, Sally McDonnell Barksdale Honors College.

**Examples of Work Performed**
- Participates in national and regional conferences for fellowship advisors.
- Maintains professional relationships with programs and other universities.
- Serves as a liaison with national scholarship programs and NAFA.
- Coordinates communication activities surrounding visits from scholarship program representatives and announcement of scholarship awards.
- Creates and implements procedures for University nominations and submission of applications to national scholarship programs.
- Organizes special events and activities to promote and recognize University participation in national scholarships.
- Maintains records of University participation in National scholarship competitions. Compiles scholarship results for annual reports and queries from Provost, Chancellor, etc.
- Responds to queries from interested students, University office and external parties.
- Determines and oversees appropriate expenditures from the assigned budget.
- Reviews and assesses recruitment, coordination and application processes annually.
- Attends recruitment events for National Merit/National Achievement students.
- Participates in the selection of University scholarship recipients.
- Identifies and promotes national scholarship opportunities for enhanced University participation.
- Investigates and keeps the University community abreast of the requirements of national and scholarship programs.
- Builds and maintains relationships with high-performing students to aid in the recruitment of eligible students for scholarship application.
- 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. Directs the daily activities of the Office of National Scholarship Advisement
2. Manages the University’s participation in national scholarship competitions.
3. Serves as the institutional representative for national scholarship involvement.
4. Develops and coordinates activities to promote University participation in national scholarship opportunities.
5. Identifies and supports students as potential applicants for national scholarships.

**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 frequently required to sit and 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 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.

**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.**

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