JOB DESCRIPTION

Verification Assistant

**Definition of Class**
This position certifies, maintains, researches, verifies and provides information regarding student enrollment and statuses. The incumbent processes necessary documents to ensure enrollment paperwork is accurate. This position reports to the Assistant Registrar.

**Examples of Work Performed**
Verifies and processes department requests and provides student enrollment histories to lenders and institutions.

- Provides course descriptions from University catalogs to universities and students.
- Scans all admissions’ documents into electronic filing systems and verifies documents are entered properly.
- Determines student rankings and furnishes this information upon inquiry.
- Provides good standing statements on students.
- Furnishes statements of enrollment for purposes of insurance, jobs, scholarships, loans, etc.
- Issues degree verifications and good student certifications.
- Maintains, researches, and provides information regarding student grades and status.
- Transmits international transcripts and documents to other universities.
- Provides direction and guidance to student employees.
- Interprets and adheres to all applicable statutes and regulations pertaining to the privacy of student records.
- Serves as a back-up receptionist for the departmental office, as needed.
- Serves as a Notary Public for the Registrar’s Office
- 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. Provides, processes, verifies and maintains student enrollment documents and responds to requests for student enrolments.

2. Scans all admissions’ documents into electronic filing systems and verifies documents are entered properly.
**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 stand; walk; and sit. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  - High School Diploma or equivalent (GED).

  AND

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

**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. 4/1/2016

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