**Definition of Class**
This is a non-supervisory position in which the incumbent participates in activities associated with the admissions process for a special group of applicants requiring complex evaluation and processing procedures. Incumbent may be responsible for training and guidance of other personnel regarding admissions practices and procedures. Work is reviewed by departmental supervisor.

**Examples of Work Performed**
Manages, reviews and evaluates applications for admission. Assigns and enters coding information into computerized database.

Monitors student admission records as it relates to transfer credits and admission requirements. Verifies accuracy.

Reviews student admission files and compares course completion and grade point averages with admission requirements.

Provides information to students concerning course selection in order to meet the admission requirements.

Evaluates each course and validates test scores on transcripts with respect to admission requirements.

Researches the transferability of course work from regionally accredited colleges and universities on an as needed basis.

Researches the acceptability of courses from high schools across the U. S. to determine if students will have comparable content and rigor to meet freshmen admissions requirements on an as needed basis.

Maintains appropriate filing system on assigned group of applicants; rotates files at the end of each enrollment period.

Assists customers, both internal and external, over the telephone, in person, and via electronic communication. May meet with prospective students as needed.

Notifies appropriate personnel concerning student withdrawals and admission cancellations.

Communicates with applicants regarding admission requirements, policies, procedures for academic and non-academic programs and student activities.

Prepares notices of admission and admission deficiencies; reviews notices for accuracy, and distributes information to proper sources.

Assists in preparing requested statistical reports for administrative analysis and use.
Answers routine correspondence; provides information to faculty, staff, students, and visitors. Assists in recruiting activities and distributes admissions materials.

Trains and offers guidance to student workers and support staff. Attends staff development meetings.

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. Receives and evaluates applications for admission, and enters information into a database.

2. Maintains accurate files on applicants and assists in proper processing of applications.

3. Corresponds with prospective students including applicants, family, alumni, and guidance counselors; answers commonly asked questions, and provides information related to admissions requirements and procedures.

4. Interprets and applies appropriate Federal, State, and University rules and regulations.

**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; and use hands to finger, handle, or feel. The incumbent is occasionally is required to stand; walk; stoop, kneel, crouch, or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**
One (1) year 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. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA 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.