Program Assistant – Admissions

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for performing administrative and secretarial duties for involved with special programs and in maintenance of related records. The incumbent prepares reports, materials, and other related documents.

Examples of Work Performed
Maintains interface with academic departments, students and prospective students in the scheduling of campus visits.

Sends email verifications (visit confirmations) of itinerary, and responds to itinerary change requests.

Greets and directs visitors, distributes itinerary information and name tags, and revises itinerary as needed.

Responds to inquiries received regarding the details of the campus visit and enrollment issues.

Creates a record of visitor activity and maintains a database of student visits.

Prepares reports as pertains to campus visits.

Performs secretarial and other related clerical duties incidental to the work described herein.

May make work assignments; may review the work of student workers.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Maintains and monitors database of information regarding campus visits.
2. Maintains interface with academic departments, students and/or prospective students.
3. Performs secretarial and other clerical duties.
4. Prepares reports.
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 talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; use hands to finger, handle or feel objects, tools or controls; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education: High School Diploma or equivalent (GED).

   AND

   Experience: Three (3) years 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.

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