Definition of Class
This is a non-supervisory position in which incumbent is responsible for coordinating the admission of an assigned group of applicants, processing pertinent applicant materials and assisting in the evaluation and processing of admission materials for special groups of applicants. Work requires some judgment when handling students/faculty requests in director's absence. Work is reviewed by supervisor to ensure accuracy and an overall evaluation is required once a year.

Examples of Work Performed
Coordinates the admission of an assigned group of applicants or assists in the admission of special groups of applicants; evaluates and processes application forms so that applicants can be admitted if they meet admission requirements.

Codes applicants for computer terminal entries; operates CRT or other types of computer terminals to enter admissions data.

Maintains files for an assigned group; rotates files at the end of an enrollment.

Communicates to applicant’s admission requirements, policies and procedures. Receives periodic notices of admission and admission deficiencies; reviews for accuracy and distributes.

Prepares statistical reports as required for administrations use.

Answers routine correspondence; provides information to faculty, staff, students and visitors; distributes admissions materials.

Trains and offers guidance to lower rated personnel.

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. Coordinates the admission of an assigned group of applicants.

2. Processes and evaluates admission materials.

3. Explains admission requirements, policies and procedures to applicants.
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 regularly required to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is occasionally required to sit; and to stand or walk.

Experience/Educational Requirements:

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

AND

Experience:
Two (2) years 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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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.