Definition of Class
This position participates in enrollment processes and maintains enrollment records for the University of Mississippi High School (UMHS). The incumbent maintains accuracy and privacy of student enrollment records, assists in monitoring the program budget, assists with preparation for graduation ceremonies, communicates with parents, students, instructors and schools, and assists in recruiting activities. This position reports to the Director of Pre-College Programs.

Examples of Work Performed
Responds to and directs phone and email inquiries to appropriate parties.

Corresponds between UMHS and parents, students, and instructors.

Maintains the accuracy and confidentiality of student enrollment records.

Processes enrollment paperwork by ensuring forms are accurate and complete upon enrollment and enters information into database.

Processes tuition payments by determining the amounts owed via pre-established guidelines.

Reviews and evaluates applications utilizing clearly established procedures to ensure that policies and procedures are followed.

Enters student grades, monitors student progress and prepares reports for administrative use.

Assists students with enrollment of courses and provides information to students concerning courses.

Arranges annual graduation ceremonies by determining the date in which to have the event, reserving space for the graduation ceremony, set-up for the event, and printing of corresponding materials.

Assists in monitoring the budget.

Initiates e-forms related to purchasing, processing of monthly stipends and reimbursements.

Communicates with students, parents, instructors and schools regarding policies and procedures and answers questions related to courses offered and UMHS in general.

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 administrative program support.
2. Maintains accuracy and privacy of student enrollment records.
3. Assists in monitoring the budget & processing of e-forms.

**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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

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

- **Experience:**
  One (1) 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.

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