Pre-Admission Clerk

Definition of Class
This is a supervisory position that assists in coordinating mass mailing projects to educate students about the academic programs available at the University. Supports admission counselor in the recruitment process. The incumbent reports to the Director of Admissions and Records.

Examples of Work Performed
Maintains and updates prospective student database.

Mails viewbooks, spirits, high school/junior college day cards, high school/junior college day posters, spring visit day cards, and posters and orientation brochures.

Generates target-specific prospect files.

Processes parent brochures and letters, transfer brochures and related materials.

Coordinates and supervises large mailing for bulk mail-outs including ordering address labels, sort by zip, and sort by mail codes.

Supports admission counselors in the field with supplies.

Coordinates and supervises management of mail and supply room.

Codes reply mail to track specific activity responses.

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 data base on prospective students.

2. Performs various activities in coordinating mass mailing projects.

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 50 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. The incumbent is frequently required to sit; and reach with hands and arms. The incumbent is occasionally required to stand; walk; talk or hear; climb or balance; and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements**:

**Education**: Graduation from a standard four-year high school 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.

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