Definition of Class
Incumbents in this position plan, coordinate, and monitor the daily activities associated with admissions, recruitment, records, and/or student services aspects of a graduate school or program. Work is conducted in accordance with accepted and clearly established procedures. The incumbent may supervise other support staff and reports to the Assistant Dean or Chair.

Examples of Work Performed
Serves as a liaison with on-campus and/or off-campus graduate education programs and student organizations. Assists in the set up of peer mentoring programs or assistantships.

Scans application documents as part of the electronic routing of application files and makes sure that the admissions standards and practices have been followed.

Receives and processes applications for graduate degrees; notifies departments and/or students about graduation application requirements; advises students regarding degree completion requirements. Receives and verifies transfer credit work.

Coordinates with the Registrar’s office to generate graduation list; oversees arrangements for the graduation ceremony.

Participates in the recruiting efforts for targeted graduate school prospects, which may include the underrepresented minority students or McNair Scholars.

Compiles student data and prepares reports/surveys for local, regional, and national agencies requiring graduate student information. Maintains database and files used for graduate program assessments.

Coordinates the on-line application data and updates web pages. Responsible for maintaining and posting of accurate information about active degree programs, the admissions deadlines for specific programs, and faculty contact information regarding individual programs.

Assists with the production and dissemination of newsletters, brochures, and other informational/recruiting materials.

Maintains and periodically archives or purges student records. Maintains databases and filing systems of graduate school alumni.

Organizes the orientation program for incoming students. Assists and counsel’s students regarding admissions, registration processes and graduate school policies. Assists and counsel’s students with non-academic problems, such as housing needs and financial issues.
Organizes on-campus recruiting activities, such as recruiting fairs and campus visitations and disseminates information needed for enrollment. Organizes and participates in graduate recruiting trips to regional institutions and recruiting fairs. Coordinates the publishing of various forms of literature for recruitment purposes.

May organize and coordinate aspects related to admission decisions for assigned department, including receiving and reviewing applications, organizing admission decision meetings with faculty, etc.

Organizes and coordinates various special projects and programs as assigned.

Supports the overall operation of a graduate school; may supervise or direct activities of other support staff; performs administrative duties in conjunction with assigned activity.

Assists in coordinating retention efforts and programs.

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. Plans, coordinates, and monitors the daily activities associated with admissions, recruitment, records, and/or student services.

2. Provides assistance and information to students, applicants, and University personnel regarding the graduate school/program processes, policies, and requirements.

3. Assists in making decisions in accordance with graduate school/program policy and prepares responses to inquiries on policies and procedures as it relates to assigned activity.

**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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.
Experience/Educational Requirements:

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

   AND

   Experience:
   Three (3) years of experience related to the above described duties.

   Licensure:
   Incumbent may be required to have a valid driver’s license.

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.