Definition of Class
This is a non-supervisory position in which the incumbent is responsible for assisting with monitoring course selection and academic planning for students concerning transfer credits, course schedules, graduation requirements, and similar matters. Work involves preparing, maintaining, and reviewing student records; providing general information to students and the public; assisting with student recruiting processes; and assisting with auditing of potential graduate records.

Examples of Work Performed
Provides general information relating to academic requirements. Interprets policies and procedures concerning admission, academic advancement, transfers, and graduation.

Prepares and mails recruiting packets. Assists students with registration process.

Prepares and maintains student records; posts course enrollments, grades, grade changes, and similar information to records.

Evaluates transfer credits for respective degrees.

Reviews student records on a periodic basis and compares course completion and grade point averages with catalog requirements.

Assists in auditing of potential graduate records and certifies the records of graduate students.

Assists with monitoring student course schedule and recommending courses for degree program.

Represents the University on student recruiting trips to other colleges.

Researches academic records to retrieve information for other University departments.

Performs other administrative duties necessary to administer the assigned degree program.

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. Assists with the monitoring of course selection and academic planning for students.

2. Prepares, maintains, reviews, and researches student records.

3. Provides general information to students concerning course selection, academic advancement, and graduation requirements.
4. Audits records of potential graduates and certifies records of graduates and honor students.

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

**Experience/Educational Requirements:**

- **Education:**
  Associates Degree from a college or university.
  
  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

- **Substitution Statement:**
  Related education and related experience may be substituted on a basis set forth 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.

Rev. 04/01/2015

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