Definition of Class
This is a supervisory position in which the incumbent interprets and applies various guidelines in assisting students and other University personnel. The incumbent supervises, coordinates and participates in complex duties such as: processing and maintenance of registration and withdrawal forms, student class schedules, student grades and student directory information.

Examples of Work Performed
Coordinates the processing of changes to student course schedules during scheduled change periods.

Operates special computer terminal and other data entry equipment during registration. Maintains student records including student grades, course selections, disciplinary status and biographical information.

Routes forms and notifies appropriate personnel concerning student withdrawals and registration cancellations.

Organizes and supervises the mailing of student grades and grade rolls.

Reviews grade reports as they are submitted by faculty members for deletions or errors; assists faculty and students in resolving grade discrepancies. Performs data entry in the encoding and correcting of student grades. Organizes and supervises the mailing of student grades.

Maintains all "Incomplete" grade files, notifying faculty of required deadlines and posting changes to students' transcripts as final grades are received.

Assists other staff members with other assignments.

Orders computer printouts as requested by various authorized personnel, which reflects operational statistics relative to registration and records retention.

Maintains an up-to-date inventory of registration computer and office forms.

Distributes class rolls upon completion of registration.

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. Interprets and applies various guidelines in assisting students and other University personnel.

2. Supervises, coordinates, and performs various clerical duties.
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 reach with hands or arms. The incumbent is periodically required to walk and use hands to touch, finger, or feel objects, tools, or controls. The incumbent is occasionally required to stand; sit; stoop, kneel, crouch or bend.

Experience/Educational Requirements:

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

**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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