Definition of Class
This position plans, coordinates and executes activities to assist prospective students with campus visits and tours. The incumbent reports to the Assistant Director of Admissions (Orientation).

Examples of Work Performed
Discusses with prospective students and their families the unique interests and needs for their visit.

Develops campus visit schedule selecting appropriate faculty, student leaders and administrators for the visit.

Contacts individuals to arrange appointments for the prospective student visit.

Follows up with student and family after the campus visit to determine if there are any additional questions or needs regarding the application process.

Responds to inquiries received regarding the details of the campus visit and enrollment issues.

Coordinates and participates in assigned special and recurring projects and programs to include planning, development, implementation, and evaluation.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

May coordinate and supervise work of assigned clerical support staff and student workers.

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. Arranges and coordinates campus visits and tours for prospective students

2. Coordinates and participates in programs and events for prospective 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 20 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 occasionally required to stand; walk; sit; talk or hear; use hands to finger, handle or feel objects, tools or controls: stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from a four-year accredited college or university.

**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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