Definition of Class
This position provides case management support to students experiencing difficulties by assessing concerns and determining the type of intervention needed and the best resources with which to connect the student. The incumbent serves as a campus resource by developing and presenting resource materials and in-person workshops for campus partners related to students of concern, coordinating outreach efforts to faculty and staff to facilitate support, and serving as a liaison to University departments and individuals to consult and advise on students of concern related issues. This position reports to the Assistant Vice Chancellor for Student Affairs and the Dean of Students.

Examples of Work Performed
Assesses situations involving students of concern and determines the type of intervention needed and appropriate courses of action.

Meets regularly with students of concern to assist in connecting them with resources and helping them to matriculate through the University.

Interfaces with parents, faculty and staff in an effort to address issues related to student of concern adequately.

Participates in weekly case management and Student Intervention Team meetings.

Participates in after-hours “on call” crisis rotation to provide assistance to students in crisis situations.

Serves as a liaison to Housing, the University Counseling Center and other University departments and individuals to consult and advise on students of concern related issues.

Develops and administers resource materials and in-person workshops for campus partners related to students of concern.

Coordinates outreach efforts to faculty and staff to facilitate support for students of concern.

Maintains directory of resources available to students, including resources for students with financial needs.

Prepares statistical reports related to students of concern.

Attends University, Division and Community of Practice meetings, and serves on committees as assigned.

Monitors and maintains a budget for designated area.

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. Assesses situations involving students of concern and determines appropriate courses of action.
2. Develops and administers resource materials and in-person workshops.
3. Serves as a campus resource related to students of concern.
4. Prepares statistical reports.

**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 occasionally 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 talk and hear. The incumbent is often required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree from an accredited college or university, in Higher Education, Social Work, Counseling, or a related field.

- **Experience:**
  One (1) year of related experience.

**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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