**Definition of Class**
This is a supervisory position in which the incumbent coordinates the routine administrative functions and fiscal affairs of a large department or unit. Incumbent assists in financial planning, funds management, event coordination, and supervises support staff. Additional duties include maintaining websites and coordinating publications for the department and/or unit.

**Examples of Work Performed**
Supervises the maintenance of fiscal and administrative records to ensure compliance with University, state, and federal statutes, policies, and procedures.

Maintains accurate and current financial records on income and disbursement of all accounts; prepares monthly budget statements; assists in budget planning and preparation; prepares reports for the department and external agencies.

Maintains departmental inventory.

Researches vendors, obtains quotes, prepares purchase orders, and maintains records on purchases.

Processes payroll and maintains administrative records.

Coordinates all aspects of conferences, lectures, and special events. Works with Information Technology staff and network administrator in planning the recording and web casting of conferences and special events.

Responsible for relaying approved information to off-campus media. Coordinates the promotion of events, conducts interviews, and releases approved information to the press.

Maintains departmental and/or unit website; creates webpage content, graphics, and layout; updates calendars and events. Researches other web sites and materials to stay abreast of and incorporate technical products, designs, and features.

Designs publications for the department and/or unit, to include but not limited to, brochures, invitations, flyers, postcards, badges, promotional signs, and table tents. Coordinates with on- and off-campus publishing centers for printing needs; negotiates rates and placement of advertisements.

Assigns, directs, and reviews work of support staff.

Processes payroll for support staff.

Oversees processing of travel; makes travel arrangements; processes reimbursements for department staff, consultants, and speakers.

Coordinates and participates in the routine administrative functions of the department or unit; interfaces with University departments, external agencies, general public, and representatives of consultant groups in coordination of administrative functions.

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. Coordinates and participates in routine administrative functions.
2. Maintains website content, graphics, and layout for department and/or unit.
3. Prepares reports for the department and external agencies.
4. Responsible for grant fund management.

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

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

**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.

Rev. 04/21/2015

“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