Operations Manager – School of Pharmacy

Definition of Class
This is a professional position in which the incumbent performs duties associated with the operation of the School of Pharmacy. The incumbent manages search, hiring and immigration activities within the School of Pharmacy. Position exercises discretion and independent judgment in providing guidance to departments regarding search and hiring procedures, immigration issues, and employee relations issues. Position reports to the Assistant Dean of Administration.

Examples of Work Performed
Develops and implements departmental procedures and guidelines pertaining to searches, hiring processes and immigration issues.

Provides advice to School of Pharmacy faculty members regarding immigration issues, i.e., appropriate Visa type, length, waivers, etc.

Serves as a liaison to the Office of International Programs. Prepares and reviews immigration documents. Monitors status of foreign national employment to ensure valid work authorizations are maintained.

Advises faculty and department chairs concerning hiring procedures, positions titles and job description requirements.

Reviews requests to open positions and determines position titles and program resources to ensure funds are available. Determines position titles for those within the Research Track.

Processes personnel requisitions, ensuring accuracy before approved at the Dean level and monitors position progress.

Meets with search committees to offer counsel and assess needs; serves as a point of contact with the Office of Equal Opportunity/Regulatory Compliance.

Ensures proper documentation and maintenance of employment related records and provides, as necessary, such documentation to the Department of Human Resources as needed.

Supervises the maintenance of records to ensure compliance with University, state, and federal statutes, policies, and procedures.

Provides various personnel reports to Deans, Department Chairs and Directors. Prepares and submits yearly AACP report concerning faculty status, vacated and filled positions.

Approves time entered by departmental staff for payroll. Reviews timesheets for compliance regarding leave policies, student hour limits, and overtime issues.

May supervise assigned support staff.

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. Manages search, hiring and immigration activities within the School of Pharmacy.

2. Provides guidance to departments within the School pertaining to procedures associated with search and hiring.
procedures, immigration issues, and employee relations

3. Prepares detailed reports for department administration.

4. Serves as a liaison to University departments and external agencies.

**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 Human Resource Department 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 regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year 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 Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.