

**Definition of Class**
This is a supervisory position in which the incumbent supervises and coordinates the activities of the UM Box Office, Information Services and Facilities Reservation Center. The incumbent is responsible for managing the appropriate maintenance and distribution of all reports, records, and monies related to the assigned functions of the unit and frequently exercises discretion and independent judgment in a variety of areas. The incumbent supervises subordinate personnel and reports to the Union Director.

**Examples of Work Performed**
Supervises and participates in the selection, preparation and storage of tickets to be used, ensuring adequate security.

Supervises and participates in the sale/distribution of non-athletic event tickets to the University community and the general public; supervises preparation of financial reports indicating tickets issued/sold, net proceeds, and similar data and authorizes distribution of such.

Operates University of Mississippi Box Offices on evenings of performances and other social events; assists in planning for orderly house management, access control and auditing of student attendance as required.

Supervises and trains staff to provide basic information services to the campus community including students, faculty, staff and visitors to the campus.

Supervises, coordinates, and participates in the scheduling of use for Union meeting rooms, the Grove, Fulton Chapel, the Coliseum, and certain other auditoriums; establishes procedures and monitors the scheduling of activities to avoid interference with other planned activities.

Trains personnel and provides guidance necessary to assist subordinates in the proper performance of their duties.

Supervises planning and scheduling of work for the office, ensuring proper distribution of assignments.

Supervises personnel functions including, but not restricted to, hiring, merit recommendations, transfers, and vacation schedules.

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. Supervises the preparation and distribution of non-athletic tickets.

2. Supervises schedules the use of Union meeting rooms, the Grove, Fulton Chapel, the Coliseum, and certain other auditoriums.

3. Supervises and distributes institution and area information through University of Mississippi Box Office locations.

4. Provides supervision and guidance to support staff.
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 100 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 periodically required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education: Bachelor's Degree from an accredited four-year college or university in Management, Business Administration, or a related field.

  AND

  Experience: Three (3) years of experience related to the above described duties; one (1) year of which shall have been in a supervisory position.

  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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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