Definition of Class
This is a professional position in which the incumbent coordinates administrative operations of the Office of Clinical Affairs / Department of Pharmacy Practice. The incumbent exercises discretion and independent judgment with regard to planning, developing long and short term goals and objectives, implementing and maintaining programs, and supervising subordinate staff, and determining best practices and streamlining processes within the Office of Clinical Affairs / Department of Pharmacy Practice. This position reports directly to the Associate Dean for Clinical Affairs/Chair.

Examples of Work Performed
Manages activities of department staff and daily operations of the including, managing personnel issues, work assignments, goal implementation, and department budget.

Participates in selection processes for staff positions, annual creation of departmental budget, development of goals and objectives, as well as conduction of staff training, development and evaluations.

Prepares and submits various documents and reports required to support research, teaching and services activities.

Tracks department responsibilities, commitments, and deadlines and ensures appropriate actions are taken within the required timeframe.

Monitors departmental fiscal accounts and provides recommendations for necessary adjustments.

Serves as liaison with the School of Pharmacy Business Office and other internal administrative offices.

Works closely with the School of Pharmacy Business Office to coordinate appropriate paperwork related to creation of positions, new hires and assigning appropriate accounts for expenditures.

Oversees the contract process for external partners to ensure proper communication and timely renewal of various agreements.

 Represents the Department/Office of Clinical Affairs on various committees.

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. Provides administrative support to the Associate Dean/Chair.

2. Manages activities of department staff and daily operations.

3. Serves as liaison with the School of Pharmacy Business Office and other internal administrative offices.
4. Facilitates relationships with the University of Mississippi Medical Center and other 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 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:** There are no physical demands in this position.
- **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 occasionally required to stand; walk; sit; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

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

  AND

- **Experience:**
  Three (3) 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.

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_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_