JOB DESCRIPTION

Assistant to the Dean – School of Pharmacy

**Definition of Class**
This is a professional position in which the incumbent provides overall administrative assistance and manages the daily activities for the Dean of the School of Pharmacy. The incumbent exercises discretion and independent judgment with regard to preparation of reports, coordination of activities and projects, composing documents, determining best practices and streamlining processes. Position reports to the Dean of the School of Pharmacy.

**Examples of Work Performed**
Prepares reports for internal use by administration and for submission to external organizations by compiling, assimilating, composing sections as needed, interpreting and updating information/data.

Gathers information and submits reports in support of grant-funded projects utilizing grant agency’s reporting software/systems.

Coordinates quadrennial review process required for chairs, directors and associate deans. Solicits information, analyzes and interprets data collected and summarizes information for incorporation into a final review document.

Organizes and coordinates promotional processes for the School of Pharmacy faculty and research scientists. Communicates processes and required actions, monitors timelines, collects needed information, organizes and reviews submissions.

Composes, edits and/or proofreads correspondence to be sent from the Dean’s Office, such as announcements, letters of recommendation and invitations.

Manages the Dean’s calendar, travel arrangements, travel authorizations and reimbursements, registration for conferences and memberships to various organizations.

Plans, arranges and hosts meetings, lectures, retreats, presentations, receptions and other events. Facilitates logistics such as selecting caterer, menu and venue. Coordinates transportation and hotel accommodations.

Advises and assists faculty, staff, students and external organizations with event logistics. Instructs on usage of conference room technology including video conferencing, and provides support for various other event-related requests.

Prepares agendas, attends meetings, records meeting actions and compiles minutes to summarize meeting activities.

Provides general administrative support to School of Pharmacy personnel in coordinating projects through drafting correspondence, compiling materials, facilitating committee formation and directing activities.

Performs similar or related duties as assigned or required.

**Essential Functions**
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares reports for internal use and submission to external organizations.

2. Composes, edits and/or proofreads correspondence and documents for the Dean of the School of Pharmacy.
3. Plans, arranges and hosts meetings, lectures, retreats, presentations, receptions and other events.

4. Manages the Dean’s calendar, travel and daily activities of the Dean’s Office.

5. Provides general administrative support to School of Pharmacy personnel on various requests, projects and events.

**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 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; 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 to an agency 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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