Definition of Class
This is clerical and administrative work in which the incumbent performs a variety of detailed and complex clerical duties in the preparation and coordination of the University’s Commencement exercises, and maintains current database of all related information for the preparation of statistical reports as needed. The supervisor assists incumbent in coordinating Commencement activities and counseling students with related problems.

Examples of Work Performed
Announces acceptance of diploma applications in appropriate media; accepts applications from students as they are received; orders School of Pharmacy and Law diplomas prior to Commencement; contacts Dean’s offices for lists of honor students; affixes honor seals to appropriate diplomas; cleans and counts diploma covers; packs and delivers diploma covers to Coliseum; mails diplomas to graduates upon successful completion of course work.

Proofs Commencement program, checking names, honors, degrees, etc.; maintains current list of graduation participants and absentees; enters degree applicants in computer and maintains graduate on-line database.

Maintains adequate supplies of inventory materials such as diploma covers, inserts, diploma mailers, honor seals, and application forms; reorders as needed.

Before, during and after Commencement exercises, prepares lists of graduation candidates from database, participants, and absentees for appropriate requesting offices; ensures that address information on mailing labels requested are correct.

Prepares all materials to be used during Commencement ceremonies; ensures that degree candidates are lined up appropriately and that readers’ lists and departmental lists are correct, making changes as required.

Prepares hoods for presentation to doctoral candidates, ensuring proper identification of hoods for the ceremony.

After certification of degrees by deans’ offices, passes information to Recording Clerks; audits each transcript after degrees are recorded.

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. Performs various complex clerical duties in the preparation and coordination of the University’s commencement exercises.

2. Maintains current database of all related information for the preparation of statistical reports.
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 frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

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/A/A/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.