Job Class: 142028
Rev: 04/15
Non-Exempt
Page: 1

The UNIVERSITY of Mississippi
JOB DESCRIPTION

Clearinghouse Assistant - NFSMI

**Definition of Class**
This is a non-supervisory position in which the incumbent performs complex clerical duties in the support of the operation of the Clearinghouse and satellite programs sections of the National Food Service Management Institute to include computer operation, maintenance of library resources, receptionist duties, and satellite network assistance. Correspondence is reviewed daily by the supervisor; and a quarterly report is completed.

**Examples of Work Performed**
Performs complex clerical duties associated with the operation of the Clearinghouse and satellite programs sections of the National Food Service Management Institute.

Assists in the development of instructional materials; operates various computer software packages to produce manuscripts, text, charts, graphs or other types of illustrations.

Assists in the servicing of the satellite network; including receiving satellite information, telephone requests and mail distribution of satellite materials.

Maintains the library and reference resources of the Clearinghouse; performs routine cataloging and shelving of documents and other resources; retrieves materials as needed to meet the needs of callers or other patrons.

Serves as a receptionist for the Clearinghouse and satellite programs; receives telephone calls or visitors and responds to inquiries or refers calls or visitors to appropriate persons; makes travel arrangements as required.

Maintains records for Clearinghouse activities and other assigned departmental files.

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 complex clerical duties associated with the operation of the Clearinghouse.

2. Maintains the library and reference resources of the Clearinghouse.

3. Serves as a receptionist for the Clearinghouse and satellite programs.

**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 20 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. The incumbent is periodically required to stand and talk and hear. The incumbent is occasionally required to walk; lift or carry; climb; 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).

- **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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