Definition of Class
This is a non-supervisory position in which the incumbent is responsible for performing administrative and secretarial duties for academic areas involved with special programs and in maintenance of related records. The incumbent prepares reports, materials, and other related documents.

Examples of Work Performed
Communicates with academic departments in the collection and maintenance of data reflecting degree or special programs, course listings, and information concerning instructional programs.

Assists in the registration for special programs; provides applications and various other materials; prepares receipts for course fees.

Processes appropriate personnel forms.

Ensures that classrooms are assigned appropriately.

Maintains interface with academic departments, students and prospective students to inform them of courses, processes refunds when appropriate, distributes grade reports to students and other appropriate personnel.

May make work assignments; may review the work of assigned employees; assists in the training of new employees.

Prepares and delivers course materials, correspondence, and other forms and documents; reviews and proofs for accuracy.

Maintains database of course offerings/assignments.

Updates and maintains information on department website.

Utilizes standardized procedures to code record changes.

May assist with monitoring departmental budget.

Prepares reports as needed.

Performs secretarial and other related clerical duties incidental to the work described herein.

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. Maintains and monitors database of information regarding course/program offerings.
2. Maintains interface with academic departments, students and/or prospective students.
3. Performs secretarial and other clerical duties.
4. Prepares 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 10 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; and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; use hands to finger, handle or feel objects, tools or controls; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Three (3) years 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/AA/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.