Definition of Class
The incumbents in this class are responsible for performing administrative and secretarial duties in support of the functions and activities of the department. Incumbents maintain administrative records and may assume responsibility for coordinating the day-to-day operations of assigned programs or projects. The incumbents usually report to a departmental Director or Chair and assists efforts of clerical support staff.

Examples of Work Performed
Performs complex clerical and secretarial duties with considerable latitude for exercising judgment and discretion; assumes responsibility for coordinating the day-to-day operations of assigned programs or projects.

Composes correspondence to individuals requesting or in need of routine information or interpretation of standard procedure.

Makes arrangements for travel, conferences, university programs and meetings, maintaining a calendar of such events and notifying concerned parties of the date, time, and location of such arrangements.

Maintains databases for departmental activities.

Assists in coordinating the production of various types of program materials for websites, brochures, manuals, etc.

Maintains departmental budget, posts changes to office accounts, and reviews monthly budget statements.

Performs other administrative duties such as recommending departmental procedures, assisting with budgets, and serving as liaison with internal and external agencies.

Responsible for all aspects of accounts payable (requisitions, receiving reports, independent contract/consultant and other methods of payment). Maintains all accounts payable files and supervises accounts receivable; tracks accounts receivable to ensure proper credit; tracks accounts payable to ensure accurate payment of all departmental purchases.

Assists departmental personnel with purchasing to ensure adherence to University policy on property procurement.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related 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. Performs complex clerical duties, coordinating day-to-day activities of assigned projects.
2. Performs activities in maintaining departmental budget.

3. Assists in preparing various program materials for website, brochures, manuals, etc.

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 Personnel Department 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. The incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; climb or balance and reach with hands and arms.

Experience/Educational Requirements:

  Education: High School Diploma or equivalent (GED).

  AND

  Experience: Two (2) years 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.