Alumni Records Assistant

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for entering membership and biographical data into the computer system and maintaining all Alumni/Development records. Incumbents follow clearly established procedures and are supervised by the Alumni Records Supervisor.

Examples of Work Performed
Operates personal computers to enter data in accordance with prescribed procedures; maintains and adheres to a system of data control.

Maintains accurate Alumni/Development records in updating biographical data; changes addresses and creates new records as required.

Maintains accurate accounting for Alumni membership program by entering daily dues received, balancing daily reports, and depositing posted dues.

Operates mailroom equipment and postal meter for membership fulfillment mailings and special appeals.

Researches multiple sources for locating lost alumni and verifying deceased notifications.

Assists with special events and hospitality assignments.

Assists members of the faculty and staff requesting information pertaining to Alumni records.

Generates reports and correspondence as requested.

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 accurate Alumni/Development records.
2. Maintains accurate accounting for Alumni dues and deposits all monies.
3. Operates necessary mailroom equipment.
4. Assists with special events and hospitality assignments.
5. Responds daily to requests for information regarding Alumni records.
**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 talk and hear. The incumbent is occasionally required to stand; walk; lift or carry; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** High School Diploma 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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