Project Assistant – University Brand Services

Definition of Class
The incumbent assists the Operations Manager with maintenance and tracking of project details and progress. Incumbent works with account managers and creative teams to ensure that accurate and complete project instructions are entered into the project management system. This position reports to the Operations Manager.

Examples of Work Performed
Inputs project data into project management tracking system.

Compiles scheduling documentation and source materials to aid the project team in timely project completion.

Monitors and records hours worked on project activities.

Communicates with creative team members regarding projects that are not on schedule to meet established timelines.

Compiles reports for Account Managers/Marketing Director for tracking of project details and progress.

Builds traffic documentation and reports for Marketing Director.

Prepares monthly budget statements for Operations Manager.

Assists Imaging Services with daily accounting issues.

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 tracks project details and progress.

2. Communicates with creative team members regarding projects timelines.

3. Performs activities assisting with maintenance of division budget.

4. Prepares project management 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 includes close vision and color 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; stand; walk; talk and hear; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

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

AND

- **Experience:** Two (2) 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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