Definition of Class
This is a non-supervisory position in which the incumbent coordinates and participates in the clerical duties involved in processing and issuing official and unofficial copies of student academic record cards.

Examples of Work Performed
Receives requests from current and former students and university officials for official and/or unofficial copies of student record cards; retrieves card and copies using copy machine or generates and prints the online version of the transcript.

Affixes official University seal for official copy of transcripts; issues transcripts over-the-counter or forwards to requested location; collects payment of transcript service.

Composes and types or uses prepared form letters to answer requests or questions concerning transcript service, ensuring confidentiality of information as required by regulation.

Prepares cash reports and deposits monies in the Bursar’s office.

Provides copy of grade reports to students that fail to receive one.

Trains and offers guidance to assigned personnel.

Assists students in changing their address on school records.

Assists in maintaining order in the reception area.

Assists in manual registration and in drop/add procedures and withdrawal from the University.

Performs related or similar 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. Receives and fulfills requests for official and/or unofficial copies of transcripts as requested in person by students.
2. Composes and types correspondence.
3. Handles financial transactions concerning transcripts.
4. Updates, changes and maintains files.

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

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:**
  One (1) years of experience related to the above 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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