Senior Admissions Receptionist

Definition of Class
Incumbent performs receptionist and clerical duties involving greeting and assisting visitors, assisting faculty and staff, and operating a complex communication system. Incumbent assists in supervising and training an assigned employee in the performance of similar work. Work is done under the general supervision of the office manager.

Examples of Work Performed
Greets and assists visitors and guests of the University, determines purpose of visit and refers to appropriate person or office, if necessary. Determines patron’s or caller’s needs and answers a variety of complex inquiries in compliance with general directions concerning departmental as well as university-wide activities.

Operates a computer terminal in response to general and specific inquiries; determines what information, if any, may be divulged to caller or patron, as stipulated by federal or state law and University policy.

Codes and mails large volumes of incoming mail for appropriate written response; maintains a log for future inquiries of the date and type of response made.

Answers and relays to appropriate faculty and staff members long-distance, local, and intercommunication calls by making necessary connections using complex communication system.

Distributes various informational materials to include catalogs, bulletins, brochures, maps, schedules, and similar publications. Maintains an adequate supply of such materials and notify supervisor of the need to print additional copies.

Supervises and trains assigned employees in the performance of similar work.

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. Greets and assists visitors, callers, and guests of the University.
2. Performs clerical duties associated with incoming mail and the distribution of informational materials.
3. Operates a computer terminal in response to inquiries from callers or patrons.
4. Supervises and trains assigned employees.

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 50 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; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school 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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