

**Definition of Class**
This is a supervisory position in which the incumbent is responsible for performing administrative and clerical duties in support of the functions of activities of the department. The incumbent maintains administrative and clinical records, coordinates the daily operation of the clinic, coordinates and assists the efforts of clerical support staff, and is responsible for reporting daily activities to the director. This position reports directly to the Director of the health services department.

**Examples of Work Performed**
Performs complex clerical duties and assumes responsibility for coordinating the daily operation of the clinic.

Maintains departmental budget, posts charges to office account, files insurance if appropriate, and deducts charges from employee paychecks or bills to student’s Bursar Account.

Contacts insurance companies to become a provider in their network.

Responsible for all aspects of accounts payable, to include, requisitions, receiving reports, independent contractor/consultant and other methods of payment. Maintains 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 support staff with purchasing to ensure adherence to University procurement policy. Trains support staff on receptionist duties, to include, answering telephone, greeting customers, transferring calls, taking and giving messages, and maintaining medical records.

Assists the Security Officer in assuring that records are handled and information is released in accordance with HIPAA guidelines.

Maintains credentialing of all licensed personnel; maintains records of all continuing education hours; keeps records of malpractice policy, DEA certifications, and medical/nursing licenses.

Makes arrangements for travel, conferences, university programs and meetings; maintains calendar of events; notifies concerned parties of arrangements.

Maintains employee schedules, makes arrangements for relief personnel when regular staff is unavailable to work; processes payroll.
Provides marketing for the clinic by ordering brochures, conducting health fairs, and visiting doctor's offices and clinics.

Serves as the main point of contact for the specialist degree (Ed.S.) in play therapy which includes enrollment and assisting students in problem solving.

Creates reports showing expenses and revenues for the department. Assists with budget planning and purchasing.

Composes correspondence; submits appropriate documents and correspondence for lab results.

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. Performs activities in maintaining accounts payable, accounts receivable, and departmental budget.

2. Maintains various personnel, accounting, and medical files and maintains correspondence with external agencies.

3. Performs administrative and clerical duties in support of the functions and activities of the department.

**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 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; talk or hear; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).
Experience:
Two (2) 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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