Operations Assistant

**Definition of Class**
This position provides clerical and administrative assistance in support of the department. The incumbent assists faculty and/or staff with clerical and administrative functions, filing and maintenance of records, data entry, compiling information for reports or presentations, as well as assisting with the coordination of meetings, events or programs. Work is reviewed by a higher level administrator.

**Examples of Work Performed**
Provides clerical and administrative assistance to faculty and/or staff.

- Inputs financial data within spreadsheets and/or bookkeeping software and compiles reports to assist with management of fiscal data.
- Processes travel authorizations for students and faculty, estimates the cost of travel, prepares and submits travel reimbursements, and stays abreast of policies related to travel.
- Assists in coordination of logistics for events and programs hosted by the department.
- Operates and maintains office equipment, such as scanners, facsimile and copiers.
- Utilizes word processing programs to type correspondence.
- Prepares outgoing mail and sorts mail.
- Files and maintains records.
- Answers the telephone and refers calls to appropriate staff, greets guests, and provides direction, as needed.
- 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. Provides clerical and administrative assistance in support of the department.
2. Assists in coordination of logistics for events and programs hosted by 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 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 frequently required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

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