**Definition of Class**
This is a non-supervisory position in which the incumbent assists with special events that reflect positively on the University and enhance the University’s image among the internal and external publics. Incumbent performs secretarial duties for the Office of Special Events. Incumbent reports to the Director of Special Events.

**Examples of Work Performed**

Assists the Director of Special Events in all phases of special events.

Performs general secretarial duties for the Office of Special Events.

Operates a personal computer.

Serves as receptionist.

Assists with the amenities in case of serious illness or death of faculty, staff, students, state officials, and the immediate families of these groups.

Operates calligraphy machine and other office machinery.

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. Assists in the implementation of special events for the University.

2. Provides secretarial support for the Office of Special Events.

**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 assist in lifting up to approximately 100 pounds.

**Vision:** Requirements for 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 sit; talk or hear and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

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

**Experience:**
Six (6) months 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.

Rev. 04/01/2015

*The University of Mississippi is an EOEAA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*