Definition of Class
This incumbent performs duties associated with the supervision and coordination of daily administrative activities of assigned areas of the Campus Recreation department. Responsible for maintaining accurate department records and monitoring day-to-day cash flows. The incumbent in this position reports to the Director of Campus Recreation.

Examples of Work Performed
Handles all departmental SAP requirements such as Physical Plant work orders, Telecommunications orders, Purchasing requirements, travel reimbursement, entry of time for Campus Recreation employees, and fiscal account transfers between departments.

Coordinates the department student workforce. Trains student workers in answering telephones, greeting customers, transferring calls, taking and giving messages.

Processes new memberships and renewals for students, faculty/staff, and community members. Uses the department software program to verify community memberships to activate Turner Center I.D. cards.

Tracks and maintains a database for sales tax on all tangible items sold through Campus Recreation.

Supervises and coordinates the daily administrative activities of assigned areas of the Department of Campus Recreation and maintains calendar and schedules for department.

Assists department staff with purchasing to ensure adherence to University procurement policy, resolves issues with procurement card, credit cards and payments, maintains department equipment inventory.

Monitors monthly budget statements for department, responsible for the department procurement card.

Collects cash, monitors cash flow from new memberships and renewals, guest access/entry fees, maintains database and process reports for auditing/records purposes.

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. Supervises and coordinates the daily administrative activities.
2. Monitors and tracks sales tax and department cash flows.
4. Performs administrative and clerical duties in support of the functions and activities of the department.
5. Manages office equipment inventory and purchasing.

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 or hear. The incumbent is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Background Check Requirements**
This position requires a background check upon hire.

**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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