Definition of Class
The incumbent coordinates routine administrative functions and fiscals affairs of a department and/or unit; participates in conference/event coordination, maintenance of the department website, and production of publications for the department and/or unit. This position reports to the Research Administrative Coordinator.

Examples of Work Performed
Maintains accurate and current financial records on income and disbursement of all accounts; prepares monthly budget statements; assists in budget planning and preparation; prepares reports for the department and external agencies.

Maintains departmental inventory. Researches vendors, obtains quotes, prepares purchase orders, and maintains records on purchases.

Creates and processes personnel requisitions; interfaces with Human Resources, Procurement, and Accounting; and maintains administrative records. Maintains personnel records.

Prepares travel authorizations; processes travel arrangements and reimbursements, and books flights and accommodations.

Serves as part of the team that conducts tours in the building for internal and external visitors.

Assists the informational technology staff in the planning and recording of webcasting of conferences and special events.

Maintains and updates the policies and procedures manual.

Prepares the structure the departmental website; collects and assembles website content and photos from each unit, and updates calendars, events on a regular basis.

Gathers photos and technical text from the department and/or unit and designs promotional publications, such as brochures and posters; works with printing department to produce final product.

Ensures all assigned tasks are in compliance with University, state, and federal statutes, policies, and procedures.

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. Coordinates and participates in the routine administrative functions and fiscal affairs of department and/or unit.
2. Creates the structure of the department website and maintains website content.
3. Designs promotional publications for the department and/or unit.
4. Assists with coordination of tours, conferences and 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 lift up to approximately 10 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 periodically required to use hands to finger, handle or feel objects. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Associate’s Degree in Accounting, Business Administration or a related field from an accredited college or university.

AND

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

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**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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