**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for the coordination, administration, and supervision of the Notetaking Program. The incumbent recruits, interviews, hires and trains services providers; monitors the submission of notes by the service providers and the acquisition of notes by students with disabilities; investigates complaints or concerns about the program and/or service providers; and dismisses service providers if necessary.

**Examples of Work Performed**
Responsible for supervising and monitoring a large number of student service providers each semester. Coordinates bi-weekly payroll summary sheets and inputs payroll information into SAP for all service providers and student workers.

Advertises for service providers by distributing flyers, contacting instructors and deans, and placing ads in papers.

Makes independent decision regarding note-taking program procedures and revises as needed for continued efficiency and effectiveness.

Interviews and hires service providers. Processes personnel forms for hiring; trains service providers on payroll issues, note-taking strategies, and confidentiality and ethics issues. Responsible for termination of service providers who may violate note-taking policies. Determines on a case-by-case basis the beginning pay date for service providers.

Assigns service providers to approximately 300-350 requester courses per semester.

Coordinates delivery and pick-up of notes by monitoring and recording when notes are delivered to and picked up from the office. May have to request lecture notes from instructors if service provider is not found. Notifies instructors of service providers in their classrooms.

Maintains spreadsheets and databases concerning students and service providers. Documents all student, service provider, and instructor contact.

Provides monthly reports to the Assistant Director.

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. Recruits, hires, trains, and supervises student service providers and student workers.

2. Assigns services providers to designated classes, notifies instructors, and coordinates and monitors delivery and pick up of notes.
3. Processes payroll and personnel forms, inputs payroll information into SAP for all service providers and student workers.

4. Maintains a database and spreadsheet of student workers and service providers.

5. Provides monthly reports to Assistant Director.

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; talk and hear; and use hands to finger, handle, or feel objects, tool, or controls. The incumbent is periodically required to walk. The incumbent is occasionally required to stand.

Experience/Educational Requirements:

   Education: Bachelor’s Degree in Social Work, Counseling, Management or a related field.

   AND

   Experience: Three (3) years of experience related to the above described duties.

   Substitution Statement: Related education and related experience may be substituted on a basis set forth 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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