Definition of Class
This is a supervisory position in which the incumbent provides operations support in the administration of a large scientific department, and coordinates the fiscal affairs of the department.

Examples of Work Performed
Coordinates the scheduling of classrooms and laboratories and the availability of required equipment, supplies, chemicals, or other instructional materials.

Manages the capital equipment inventory; processes the purchase of equipment; is responsible for storage, usage, and repair of instructional or research equipment; locates and maintains information concerning equipment sources, vendors, and repair service representatives; and makes recommendations concerning the purchase, repair, or disposal of equipment. Processes the disposal of equipment, chemicals, and other materials.

Serves as department safety officer; conducts inspections to ensure that laboratories and other parts of the building are maintained in a safe and orderly manner; ensures that electrical, water, gas, and vacuum outlets are maintained in good working order.

Develops class schedules, faculty teaching assignments, assignment of teaching assistants, classroom use, and other similar functions.

Prepares various reports and analyses reflecting assigned departmental activities along with appropriate recommendations or conclusions, and uses computers, including spreadsheet programs.

Maintains department accounts on computer, reconciles accounts, maintains research accounts for faculty, and produces monthly and annual reports.

Processes requisitions, including contract bids, maintains purchase order files, tracks purchases; responsible for department receiving functions, negotiates returns, and reconciles accounts.

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 schedules classroom use and class schedules.
2. Manages equipment inventory, stockroom, and purchasing and receiving.
3. Prepares and maintains fiscal documents, reports, department budget, and analyses.
4. Serves as department safety officer.
5. Directs work of subordinates.
6. Assists in assignment of teaching assistant.
**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 and color 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 stand; walk; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear; sit; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree in Business Administration, Management, or a related field from an accredited two-year college or university.

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

Rev. 04/01/2015

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