Definition of Class
This position provides operations support in the administration of a large scientific department and coordinates the fiscal affairs of the department. The incumbent is responsible for providing an adequate instructional and research environment. The incumbent reports to the Chair of the Physics Department.

Examples of Work Performed
Provides operations support in the administration of a large scientific department.

Prepares minutes at faculty meetings.

Prepares department publications and brochures.

Coordinates the fiscal affairs of the department; monitors budget expenditures to ensure that they are allowable under departmental operating procedures; reviews purchase requisitions and recommends items to be purchased; maintains current budget balances.

Provides administrative assistance to the Chair in the development of class schedules, assignment of teaching assistants and other similar departmental functions.

Prepares various reports and analyses reflecting assigned departmental activities along with appropriate recommendations or conclusions.

Provides operations support for the hiring, training, and termination of clerical staff; reviews all employment paperwork to ensure adherence to University guidelines; assigns and monitors duties to clerical staff; prepares performance evaluations for clerical staff.

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. Prepares and maintains all fiscal year documents.
2. Assists the Chairman in class scheduling and assignments of teaching assistants.
4. Coordinates purchase, usage, and repair of instructional/research materials, equipment, supplies, and chemicals.
5. Coordinates the repair and maintenance of facilities.
6. Inspects laboratories and other parts of the building for safety.
7. Prepares various reports and forms reflecting assigned departmental activities.
8. Monitors operation of departmental stockroom.

**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 50 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 talk and hear. The incumbent is occasionally required to sit; stand; walk; climb; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree from an accredited two-year college or university.

  **AND**

- **Experience:**
  One (1) year 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.