JOB DESCRIPTION

Publishing Assistant

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for providing secretarial and administrative assistance associated with the publishing functions of the department to include proofing and editing publications and blogs; performing clerical, and receptionist functions.

Examples of Work Performed
Proofreads and edits all printed materials to be published to ensure accuracy in spelling, punctuation, and form.

Performs secretarial functions to include, filing and typing correspondence, purchase requisitions, memos, and reports.

Transcribes interviews.

Makes arrangements for conferences.

Performs coding, filing and creation of blogs and editing of publications.

Serves as receptionist for the department including greetings and assisting customers, and answering telephones and inquiries.

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. Proofreads all printed jobs to ensure accuracy in spelling, punctuation, and form.

2. Assist in the creation of blogs and editing publications.

3. Performs secretarial duties that include filing, typing correspondence, making arrangements for conferences, and purchase requisitions.

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

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

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.

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