JOB DESCRIPTION

Secretary to the Provost

Definition of Class
This is a highly responsible support position in which the incumbent functions as the executive secretary to the Provost and provides overall administrative support to the Provost/Vice Chancellor for Academic Affairs. The incumbent performs both administrative and secretarial duties and is given broad latitude within bounds set by sound office management practice. There is frequent contact with persons within and outside of the organization, which involves an exchange of information and requires considerable judgment. The incumbent receives direction from the Provost but is afforded the flexibility to utilize decision-making and communication skills. This class differs from others within the secretarial series in the supervision and training of office staff and exercises the confidentiality essential in the execution of administrative duties and in preparing confidential material for the Provost and the University.

Examples of Work Performed
Acts as liaison for the Provost with local officials, Board members, alumni, faculty, staff, students, parents, and the general public. Replies to inquiries of the public and assists those who have problems or complaints, or refers to appropriate offices.

Coordinates and maintains exacting calendar of appointments for the Provost, including interviewing callers and making appropriate referrals.

Makes all arrangements for the Provost’s travel; prepares detailed travel reimbursements and maintains a travel log of all travel by the Provost.

Composes, edits, and proofreads correspondence and reports for the Provost’s signature, some of which may be composed or compiled on the basis of personal knowledge of the subject matter.

Prepares personal and confidential documents for the Provost and the University.

Prepares payroll and maintains staff leave records for the Office of the Provost.

Assists in the supervision of staff and training of new employees, student workers, and part-time employees.

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 maintains calendar of appointments, prepares personal and confidential documents, and provides overall administration support to the Provost.

2. Acts as liaisons with local officials, Board members, alumni, faculty, staff, students, parents, and general public on behalf of Provost.

3. Makes travel arrangements, files reimbursements, and maintains travel log.

4. Composes, edits, and proofreads correspondence.

5. Assists with the supervision and training of staff.

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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

  AND

- **Experience:**
  Four (4) years 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.

Rev. 03/31/2015