JOB DESCRIPTION

Administrative Assistant

Definition of Class
This position assists department chairs with administrative duties in large or complex units. The incumbent performs advanced level duties involving planning, administering, and reporting for the management of an academic area. Work involves general office management, arranging meetings and events, maintaining calendar, preparing reports, and overseeing administrative, financial, and personnel operations. Reports to the department chair.

Examples of Work Performed
Provides administrative support and coordinates the daily office operations of an academic department.

- Monitors compliance with departmental policies and procedures.
- Maintains departmental budget and monitors expenditures. Prepares summary statements on accounts to department chair as requested.
- Prepares estimates of future expenditures based on accounting history.
- Coordinates travel, housing, meal, and hospitality arrangements for special events. Schedules and coordinates meetings.
- Drafts reports and correspondence. Processes various forms. Prepares applications and agreements to external individuals or agencies. Implements contracted obligations.
- Compiles data for reports. Preparres summaries.
- Supervises, trains, and evaluates support staff. Assigns tasks, determines priority, and monitors progress of assignments throughout completion.
- Maintains accurate and current records of departmental inventory, faculty files, student files, annual reports and related data.
- 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. Provides administrative support to the department chair.
2. Assists with planning special programs and events.
3. Coordinates and supervises the work of support staff.
4. Prepares reports and answers correspondence.
5. Assists with planning and management of budgets.

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

**Experience/Educational Requirements:**

**Education:**
High School Diploma 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

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