JOB DESCRIPTION

Administrative Assistant

Definition of Class
This position provides assistance to the department chair in a large or complex unit by performing advanced level duties involving planning, administering, and reporting for the management of the academic area. The incumbent provides administrative support, coordinates the daily office operations, arranges meetings and events, maintains calendars, collects and compiles data, prepares reports, and assists with oversight of financial operations. This position reports to the department chair.

Examples of Work Performed
Provides administrative support to faculty and staff.

Coordinates the daily office operations of the academic department.

Monitors compliance with departmental policies and procedures.

Maintains departmental budgets and monitors expenditures.

Prepares summary statements on accounts and estimates of future expenditures based on accounting history.

Processes various forms for purchasing, travel authorizations, student assistantships, employment, etc.

Coordinates logistics, such as travel, housing, meals, and hospitality arrangements for special events.

Schedules and coordinates meetings and activities.

Completes applications, agreements or other forms, as assigned.

Enters data in databases, compiles data and prepares summaries.

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 other related data.

Updates departmental website and/or social media, as needed.

Monitors tasks, determines priority and progress of assignments until completion.

May provide supervision and guidance to assigned support 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. Provides administrative support to the department chair.
2. Assists with planning of special programs and events.
3. Compiles data and prepares reports.
4. 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 to an agency 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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