Definition of Class
This is a temporary, one-year assignment within the Athletic Department. The incumbent in this job class provides entry-level administrative support involving maintaining databases, composing correspondence, assisting with organizational tasks, and assigned programs. Incumbents are assigned responsibilities targeted at areas that provide experience to a particular region of concentration, and generally involve a mixture of administrative and support duties.

Examples of Work Performed
Assists in the performance of administrative duties for the assigned Athletic programs.

Assists in updating and maintaining records of students, monitoring daily class attendance and checking curfew.

Composes, prepares, and handles departmental correspondence, including mail-outs.

Maintains databases of collected and gathered information.

Answers telephone, takes messages, answers general departmental questions and assists in problem solving in accordance with University and Department guidelines.

Assists Athletic personnel with assigned programs and may assist coaching staff.

Assists Camp Directors with sports camp activities.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

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 general administrative support.

2. Assists with coordination of day-to-day activities of assigned tasks.

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 Human Resource Department 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 regularly required to sit; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand, walk and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university.

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

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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