Definition of Class
This is a non-supervisory position in which the incumbent participates in a variety of architectural drafting activities for the purpose of preparing drawings of new or existing facilities. The incumbent is responsible for creating, preparing, and maintaining print and electronic drawings and space data for campus buildings and ensuring the accuracy of such data.

Examples of Work Performed
Prepares print and electronic architectural drawings for projects, space management, and campus planning.

Maintains and updates files of architectural drawings and blueprints of campus buildings.

Maintains computer based CAD files, facilities database, inventory, and/or archives.

Assists in establishing and maintaining CAD drawing and server filing standards.

Surveys buildings on campus to ensure that renovations are carefully and accurately noted, drawn up in blue prints, and/or documented on digital files.

Verifies accuracy of building space drawings to actual conditions. Makes needed adjustments to files when necessary.

Organizes and maintains all prints and blue prints stored at Facilities Planning. Ensures that all drawings are filed accurately.

Provides photocopies and blueline copies of drawings requested by various personnel.

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 drafting assistance to various staff professionals.

2. Prepares print and electronic architectural drawings for projects, space management, and campus planning.

3. Maintains and updates files of architectural drawings and blueprints of campus buildings.

4. Ensures the accuracy of building space drawings to actual conditions. Makes drawing adjustments as needed.

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

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree from an accredited two-year college or university in Architectural Drafting or a related field.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:**
  Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**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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