JOB DESCRIPTION

Contractual Services Assistant

Definition of Class
This is a non-supervisory position in which the incumbent performs a variety of duties supporting the overall operations of the Contractual Services Department. Incumbent assists in the operations of vending, card reader, and student laundry services. Performs additional duties balancing assigned accounts and providing clerical support to department.

Examples of Work Performed
Assists supervisor with vending machine operations. Ensures vending machines are clean, well stocked, and in working order. Issues work orders to vendors.

Installs, monitors, and maintains installed access and squadron systems. Monitors status of installed readers. Replaces non-working equipment. Uploads and downloads information to and from system. Responds to requests for support.

Assists in the installation, repair, and data retrieval of installed surveillance camera systems. Checks cameras regularly to ensure proper operation.

Delivers various items across campus in accordance with department delivery services.

Assists supervisor with monitoring department inventory. Tracks replacement parts.

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. Assists in the operations of vending, card reader, and student laundry services.

2. Installs, monitors, and maintains installed access and squadron systems.

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 50 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 stand; walk; maintain balance; reach with hands and arms; and use hands to finger, feel, or touch. The incumbent is periodically required to stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
One (1) year 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.

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