JOB DESCRIPTION

Apprentice I, II, III, IV

**Definition of Class**
This is a position that requires related instruction and on-the-job training in which the incumbent learns the practical and theoretical aspects of a highly skilled occupation. The incumbent will be trained to become skilled in a craft. Under close supervision, the incumbent will learn procedures and methods that are unique to this institution and the area in which employed. The incumbent will report to an assigned journey worker.

**Examples of Work Performed**
The apprentice completes 1-4 levels or up to 4 years of training in their assigned area before being considered at a journey worker level.

Under close supervision, the apprentice will follow a schedule of work processes in which to receive training and experience to be efficient in the craft assigned.

Under close supervision, does general work associated with the maintenance and repair of an assigned area.

Works in confined areas.

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. Under close supervision, the apprentice learns the necessary methods and procedures that are unique to the area in which assigned through related instruction and on-the-job training.

**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:** Same as journey level position.
- **Vision Requirements:** Same as journey level position.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
Motor Coordination: Same as journey level position.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Level 1 - Knowledgeable of area in which assigned.
Level 2 - One (1) year of experience related to the assigned area or completion of Level 1 Apprentice.
Level 3 - Two (2) years of experience related to the assigned area or completion of Level 2 Apprentice.
Level 4 - Three (3) years of experience related to the assigned area or completion of Level 3 Apprentice.

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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