JOB DESCRIPTION
Manager - Carrier House

Definition of Class
Manages and coordinates the daily operations of the residence of the Chancellor. Coordinates and participates in the care and cleaning of the house and the preparation of food for the Chancellor’s family and selected functions. Reports directly to the Chancellor or his/her spouse.

Examples of Work Performed
Manages and coordinates the daily operations of the residence of the Chancellor.

Coordinates and participates in the care and cleaning of the house including general housekeeping duties.

Plans menus and prepares food for the Chancellor’s family and for selected functions.

Sets up dining and reception areas for social and official functions and assists in serving meals and refreshments.

Plans and prepares floral arrangements and other types of decorations.

Moves and arranges furniture and household items.

Inspects general living areas and makes minor repairs or replaces defective parts; arranges for other repairs and services as required.

Greets and receives visitors, replies to inquiries, and receives messages.

Answers telephone, takes messages, and replies to inquiries.

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. Manages, coordinates, and participates in the daily operations of the Chancellor’s home.
2. Plans and prepares meals.
3. Sets up dining and reception areas and moves and arranges household items.
4. Greets and receives visitors, replies to inquiries, and receives messages.
5. Answers telephone, takes messages, and replies to inquiries.
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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education: Graduation from a standard four-year high school or equivalent (GED).

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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