Employment Office Hours

rebeljobs@olemiss.edu

The Employment Office is available to assist with employment applications and/or provide technical support from 8:00am to 11:30am and 12:30pm to 5:00pm, Monday – Friday.

The office is closed from 11:30am – 12:30pm.

An appointment may be made outside of these hours, if needed. To schedule an appointment, email rebeljobs@olemiss.edu or phone (662) 915-5431.

Employment Testing

Pre-employment assessment for typing skills will be administered to the final candidate for the following positions:

• Administrative Secretary (40 wpm)
• Clerk-Typist (30 wpm)
• Executive Secretary (50 wpm)
• Legal Secretary (50 wpm)
• Secretary (30 wpm)
• Senior Administrative Secretary (45 wpm)
• Senior Clerk – Typist (30 wpm)
• Senior Secretary (35 wpm)
• Word Processing Coordinator (40 wpm)

Human Resources has discretion to determine minimum words per minute. Standard minimums have been established.

The recommended candidate will be contacted by an Employment representative to schedule an appointment to complete and pass a typing skills assessment. Any recommendations by the department to employ the candidate will be contingent upon successfully passing the typing skills assessment. The E-form for hire will not be approved by HR until the candidate has completed and passed the typing skills assessment.

Times:

An appointment is required to take a pre-employment assessment (such as a typing skills assessment). All tests are administered between 8:00am to 11:30am and 12:30pm to 4:00pm, Monday – Friday. An appointment may be made outside of these hours, if needed.

Typing Test:

Each candidate may take the typing test up to five (5) times per day. The best score will be recorded.

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