



THE UNIVERSITY of  
**MISSISSIPPI**

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**JOB DESCRIPTION**

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**Senior Staff Assistant**

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**Definition of Class**

This position provides administrative and clerical support for the department with considerable latitude for exercising judgment and discretion. The incumbent maintains administrative records and may assume responsibility for coordinating the day-to-day operation of assigned programs or projects. The work involves the application of established rules in procedures and decision making that affects the quality and accuracy of results. The incumbent coordinates and assists the efforts of the clerical support staff.

**Examples of Work Performed**

Performs technical/complex support duties with considerable latitude for exercising discretion; may assume responsibility for coordinating the day-to-day operations of assigned programs or projects.

Organizes, designs, and maintains a complex filing system for classifying, retrieving, and disposing of correspondence, records, reports, and other documents.

Performs administrative duties such as recommending departmental procedures, assisting with budgets, and serving as liaison with internal and external agencies.

Maintains departmental, personnel, and correspondence records; prepares overtime and student payroll records as required. Bills departments for services rendered and monitors receipts.

Responsible for aspects of accounts payable (requisitions, receiving reports, independent contract/consultant and other methods of payment). Maintains all accounts payable files and supervises accounts receivable; tracks accounts receivable to ensure proper credit; tracks accounts payable to ensure accurate payment of all departmental purchases.

Compiles information, prepares reports on departmental activities; maintains departmental records/databases and provides necessary documentation as needed for internal and external use.

Serves as receiving manager for all department supplies and equipment including ordering and documenting.

Schedules appointments and makes travel and meeting arrangements.

Assists with website design and maintenance and coordinating the production of various types of materials for websites, brochures, programs, and manuals, etc.

Provides guidance to office support staff, assigns tasks, and monitors performance.

Performs related duties or similar as required or assigned.

**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. Organizes and performs technical/complex administrative and clerical support duties and coordinates activities associated with assigned programs and projects.
2. Assists in coordinating production of various materials for brochures, websites, manuals, etc.
3. Prepares complex reports concerning departmental activities.
4. Maintains appointment calendars and coordinates travel plans for department.

**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. The incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; climb or balance and reach with hands and arms.

**Experience/Educational Requirements:****Education:**

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

**AND**

**Experience:**

Three (3) years experience related to the above described duties.

**Licensure:** Must have a valid State of Mississippi driver's license within first thirty (30) days of employment. (*University Police Department & Biological Field Station only*)

**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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