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| **UNIVERSITY OF MISSOURI SYSTEM** | **STAFF POSITION DESCRIPTION** |
| **Global Title**:  Business Support Specialist I | **Global Grade**: 6 |
| **Position Title**: |  | **Last Updated**: |
| **Job Code**: 4289 |  |  |

**Nature of Work**

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| Performs a variety of independent, specialized business support duties for the assigned department or office. Executes, documents and reports on business and fiscal operations.   * *Understands how tasks/activities relate to and impact others on the team and how the team integrates with other related, similar teams* * *Organizes and completes structured assignments according to priorities and deadlines* * *Recognizes and solves typical problems that occur in own work area without supervisory approval* * *Evaluates and selects solutions from established options/procedures and/or experiences* * *Impacts own team through the quality of the services or information provided* * *Works with various parties/audiences (e.g., vendors, customers, internal or external constituencies)* * *Communicates through the regular exchange of information* |

**Key Responsibilities** (*to be completed by department*)

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**Supervision Received**

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| Works under general supervision and manages own workload |

**Supervision Exercised**

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| May mentor (or supervise as needed) others in completing finance and business duties |

**Minimum Qualifications**

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| High School Diploma or an equivalent combination of education and experience from which comparable knowledge and skills can be acquired is necessary |

**Preferred Qualifications**

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**Knowledge, Skills & Abilities**

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| * Utilizes working knowledge and learned skills to perform various activities for the job * Possesses basic knowledge of specific processes and procedures needed to perform assignments and data analyses within own work area |