

Procedure for Filling Support Staff Position Vacancies

Summary/Purpose: This procedure is to be followed when filling support staff positions. These positions are listed with the University Employment Office which provides employment support in the selection and referral of applicants.

All support staff openings at The University of Mississippi are listed with the University Employment Office which provides employment support in the selection and referral of applicants to fill position vacancies. Office hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

PROCEDURE - All vacancies are listed electronically through the University's online employment system. Designees on campus initiate the personnel requisitions and submit the requisition for approval. The Employment Office processes the personnel requisition and provides the final approval. An e-mail containing the link for the Search Committee Guide is sent to the members of the search committee. This guide may also be found at the home page of the online employment system.

The Employment Office then reviews the application materials for non-exempt (hourly) staff positions and screens the application materials to ensure the applicants meet the minimum qualifications. If the minimum qualifications are met, the application is referred electronically to the administrators/search committees associated with the personnel requisition. If the minimum qualifications are not met, the applicant's status is updated to "Not Referred by HR."

APPLICATION – Internal and external applicants interested in support staff positions at the University must complete and submit an application online.