Manager for Administrative Affairs - Athletics

**Definition of Class**
This is a non-supervisory position in which the incumbent manages administrative functions for the Department of Intercollegiate Athletics. The incumbent provides financial and personnel support also assists the Assistant Athletic Director for Internal Affairs in the areas of concessions, sports camps, athletic marketing, basketball operations and other duties as assigned. The incumbent exercises discretion and independent judgment.

**Examples of Work Performed**
Coordinates and manages all personnel activities related to the submission of personnel forms both electronic and hard copy; reviews all personnel documentation for accuracy; and ensures compliance with University polices and procedures.

Develops and submits job announcements for the University Employment Office, Internet site, and local newspapers for position vacancies.

Develops screening/interview questionnaires to assist staff with their selection process.

Serves as Compliance Officer for the Department of Intercollegiate Athletics regarding personnel activities.

Acts as liaison with the Department of Human Resources, Vice Chancellor’s Office for Administration and Finance, and the Office of Equal Opportunity and Regulatory Compliance with regard to personnel and financial matters.

Assists with the development of policies and procedures; monitors and updates the departmental policies and procedures manual, which is mandated by NCAA.

Develops and implements departmental staff development and training activities.

Oversees and monitors staff evaluations during their probationary period as well as annually.

Interviews staff regarding departmental needs; prepares and submits Job Analysis Questionnaires (JAQs) to establish new positions and reclassify existing positions.

Provides consultation and suggestions concerning personnel issues that arise to departmental staff.

Assists with the planning and monitoring of the departmental budget.

Assists the Assistant Athletic Director for Internal Affairs with monitoring all aspects of sports camps, marketing, men’s basketball, community and alumni involvement activities, and “Challenging Athletes Minds for Personal Success” (CHAMPS) Life Skills program.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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 the administrative functions for the Department of Intercollegiate Athletics and assists with financial planning and monitoring of the budget.

2. Assists the Assistant Athletic Director for Internal Affairs with monitoring all aspects of sports camps, marketing, men’s basketball, community and alumni involvement activities, and “Challenging Athletes Minds for Personal Success” (CHAMPS) Life Skills program.

3. Ensures compliance with University policies and procedures with regards to personnel issues.

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; walk; and talk and hear.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Background Requirements
This position requires a background check upon hire.

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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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment