Assistant Athletic Director for Community Relations

**Definition of Class**
The incumbent in this position is responsible for creating a comprehensive recruiting plan and ensuring compliance with NCAA, SEC, and institutional rules and regulations. Incumbent serves as liaison with internal departments and external agencies. Work involves coordinating visits with NFL pro scouts and agents; coordinating football campus and clinics; and supervising on-campus recruiting activities. Incumbent works under the general supervision of the Head Football Coach.

**Examples of Work Performed**
Assists the head football coach in developing and improving comprehensive recruiting plans and programs.

Liaisons with compliance officer to ensure compliance with SEC and NCAA recruiting and eligibility rules and regulations.

Coordinates and supervises all on-campus related recruiting functions and activities.

Oversees recruiting evaluation process; compiles recruiting information on potential athletes; and ensures completeness and adherence to applicable rules and regulations.

Prepares reports and analyses regarding recruiting activities.

Informs staff members, alumni, and the general public regarding recruiting rules and regulations and which activities are not allowable.

Oversees initial eligibility evaluation of prospective student athletics.

Assists with coordination of football camps.

Coordinates clinics by monitoring related budgets, coordinating logistics, and overseeing promotions.

Assists Compliance Office with squad list management.

Coordinates the walk-on program in conjunction Compliance Office.

Serves as liaison with pro scouts and agents; coordinates campus visits; and ensures university maintains compliance.

Coordinates the attendance/speaking engagements of the Head Football Coach and Assistant Coaches at on and off campus locations.

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. Develops and assesses comprehensive recruiting plans and programs.

2. Develops and implements policies and procedures to ensure compliance of the football program with recruiting practices.

3. Serves as liaison with institutional departments and external agencies.

4. Ensures compliance with NCAA, SEC, and institutional rules and regulations.

5. Coordinates football camps and clinics.

**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 25 pounds.
- **Vision:** Requires the ability to perceive the nature of objects by the eye.
- **Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to walk; sit; talk and hear; use hands to finger, handle, or feel; and reach with hand and arms.

**Experience/Educational Requirements:**

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

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth 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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