Assistant Athletic Director for Player Development

**Definition of Class**
The incumbent in this position is responsible for assisting student-athletes transition into the college environment while ensuring player development needs are addressed and met. Work includes serving as liaison between student-athletes and internal /external departments/agencies as it relates to player development; coordinating personal development initiatives; referring troubled athletes to appropriate departments for assistance; and identifying and monitoring at-risk student-athletes. Incumbent works under the general supervision of the Athletic Director.

**Examples of Work Performed**
Develops and implements programs to assist student-athletes transition into the college environment.

Liaisons with university departments to ensure player needs are addressed and met as they relate to academics and/or personal problems.

Coordinates personal development initiatives and community service activities.

Coordinates visits for the parents of prospective student-athletes. Serves as parent liaison.

Identifies and monitors at-risk student-athletes.

Serves as point of contact for student-athletes to disclose personal issues and/or concerns. Refers student to appropriate university department or external agency and ensures proper support is given.

Coordinates events for former athletes in conjunction with alumni relations.

Assists in the coordination of football camps and clinics.

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

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. Coordinates player development programs and initiatives.
2. Serves as liaison with institutional departments and external agencies as it relates to player development.
3. Refers troubled student-athletes to appropriate departments/agencies and ensures proper support is given.
**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.

  AND

- **Experience:** Two (2) years 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.