JOBC Description

Assistant Athletic Director for Information Technology

Definition of Class
This is a supervisory position in which the incumbent manages and directs the development, implementation, and maintenance of the athletic department’s network systems. Incumbent maintains effective and efficient operations of computer systems and makes decisions regarding procedures for and operations of computer systems. The incumbent has the authority to exercise discretion and independent judgment in a wide variety of areas.

Examples of Work Performed
Performs user need analyses; evaluates, selects, and recommends computer hardware and software. Designs departmental network systems.

Determines the most appropriate operating system for user needs. Writes technical specifications to vendors for bids. Assists in new construction specifications for network communication needs.

Designs systems, oversees programming projects, develops time lines, monitors systems testing, and assists with installation and support.

Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing systems. Coordinates the testing and verification of network systems.

Coordinates game day management of statistical services, Internet connectivity, and basic computer operations to include game data transmissions to Internet sites.

Serves as liaison to visiting television networks and provides needed computer and network services.

Serves as system administrator for the Paciolan Ticketing and Support Group Computer System. Oversees hardware and software contracts and implementation.

Maintain administrative web servers, which provides online ticket ordering, and fan information.

Establishes and monitors backup and recovery procedures for users.

Provides technical direction and training in the use of equipment/software. Assists in identifying and solving problems.

Stays abreast of new technology advances, products, and services. Attends seminars and trade shows when necessary.

Serves as primary contact between department and Information Technology and assists in network support.

Assists inventory administrators in regards to departmental computer equipment location.

Determines security needs for computer systems and coordinates user privileges.

Performs maintenance and repair of equipment.

Assists in budget planning for technology.

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 and directs the design, configuration, and implementation of network systems within Intercollegiate Athletics.

2. Provides leadership and technical direction to the departmental staff to ensure that system performance and operation objectives are achieved.

3. Maintains and monitors the use of the departmental computer systems.

4. Develops procedures for computer system operations.

**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:** Requirements of this job include close vision and color 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

  AND

- **Experience:** Four (4) 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.

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“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer”

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.