Assistant Athletic Director for Football Operations

Definition of Class
The incumbent in this position manages the day-to-day affairs as they relate to the University of Mississippi’s football program. Incumbent serves as liaison with internal departments and external agencies. Work involves managing and overseeing the budget; overseeing on-campus game day operations; and overseeing scholarships. Incumbent works under the general supervision of the Head Football Coach.

Examples of Work Performed
Manages the day-to-day administrative matters for the University of Mississippi’s Football program.

Serves as liaisons with the compliance officer ensuring compliance with NCAA and SEC rules and regulations regarding football and eligibility issues.

Develops and monitors the football budget.

Oversees on-campus game day operations.

Coordinates Enhanced Meal Planning.

Approves scholarships and distributes funds appropriately.

Serves as a liaison with disability insurance agents and automobile dealerships.

Supervises and directs the work of subordinate staff.

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. Provides administrative services to the Head Football Coach in matters relating to the football program and coaching staff.

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

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

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

5. Develops and monitors the football budget.

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.

Rev. 04/24/2015

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