Definition of Class
This is a supervisory position in which the incumbent functions as the number two person in the Athletics Department, assuming the management responsibility of the Athletics Department in the Athletic Director’s absence. Incumbent serves as the Chief Operating Officer of the UMAA Foundation, with administrative oversight of Football, Men’s Basketball and Baseball.

Examples of Work Performed
Acts as Director of Athletics in the absence of the Athletic Director.

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Assists Athletic Director with strategic planning, personnel decisions, public relations initiatives and fund raising.

Represents Athletic Department, University and /or SEC on various committees and at athletic events and University functions.

Serves as Athletic Department’s primary contact with University Attorney, V.C. for Finance and Administration and external auditors.

Provides administrative leadership and guidance to Head Coaches, Assistant Coaches and Staff.

Implements and oversees departmental budgetary policies and procedures and oversees preparation of annual budgets.

Reviews revenues, disbursements, reconciliation and other financial analyses and makes recommendations to the Director of Athletics.

Provides and maintains a variety of specialized and recurring accounting reports, financial statements, summaries and statistical reports to department cost centers, Director of Athletics, University administration, Board of Trustees and various auditing agencies using databases.

Provides routine budget approvals and assists in financial/budget special projects as needed.

Oversees business office functions including travel expenses.

Stays abreast of significant issues involving programs and keeps Athletic Director informed of these.

Negotiates significant financial commitments such as game schedules / contracts, travel, etc.

Works to integrate Ticket Office & Priority Seating functions to assure a seamless operation.

Manages Marketing & Multimedia Rights relationship with third party right holder.

Supervises and coordinates the extraction of data for financial reports, studies, and projects.

Supervises the coordination of travel arrangements for football, men’s and women’s basketball, and baseball.

Ensures proper application of NCAA and SEC rules, University policy and state laws as related to financial affairs of UMAA.

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

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. Serves as Chief Operating Officer of UMAA Foundation.
2. Serves as Administrator of Football, Men’s Basketball and Baseball programs.
3. Oversees budget preparation and administration.
4. Manages day-to-day operations of UMAA Foundation to include Priority Seating/Member Services and Accounting/Administration Services.

**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.
- **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 and use hands to fingers, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Business Administration, Management, Accounting, Finance or a related field. AND
- **Experience:** Ten (10) years of Collegiate Athletics Administration 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.