Definition of Class
This is a senior management position in which the incumbent serves as the Senior Women’s Administrator. Incumbent directs the following athletic programs: men and women’s track and field, cross country, golf and tennis, women’s softball, soccer, rifle and volleyball. Incumbent has responsibility for administration of women’s basketball, as well as oversight of the department’s human resources unit and student-athlete academic support unit. The position has a high degree of autonomy for making decisions. Incumbent reports directly to the Director of Intercollegiate Athletics.

Examples of Work Performed
Hires, trains, and conducts performance evaluations on subordinate staff.

Oversees internal operations of the athletic department as assigned.

Oversees departmental Title IX compliance.

Supervises day-to-day activities of the athletic department’s intercollegiate athletic programs, human resources unit and academic support unit.

Manages primary administrative duties/projects or activities as assigned

Composes NCAA and SEC bids in regards to hosting championships for athletic programs.

Liaisons with NCAA review team. Composes and organizes NCAA follow-up report as assigned by athletics director.

Determines budget and support items needed and assists coaches with budget items and expenditures.

Represents the University on NCAA, SEC and campus committees.

Serves as liaison for marketing, compliance, sports information, training room, housing, and strength & conditioning.

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

Participates in the establishment of department policy and is responsible for interpreting and executing existing policy.

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. Directs and oversees the activities associated with intercollegiate athletic programs for women including men’s and women’s track and field, cross country, golf and tennis.

2. Responsible for supervision of the athletic department’s human resources and academic support units.

3. Serves as liaison with NCAA, SEC, and other university departments.

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. 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 a college or university in Athletic Administration or a related field.

  AND

- **Experience:** Six (6) 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.

**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. 04/30/2015

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