JOB DESCRIPTION

Assistant Athletic Director Recruiting Operations

**Definition of Class**
This is a supervisory position that directs the day-to-day operations of the University’s football recruiting program. This position will be a liaison to internal and external departments/agencies as it relates to recruiting. The incumbent will develop and monitor a recruitment budget and calendar. This position reports to the Head Football Coach.

**Examples of Work Performed**
Directs the day-to-day operations of the University’s football recruiting program.

Serves as the official liaison to internal and external departments/agencies for recruiting.

 Approves a recruitment calendar, tracks recruitment of coaching staff, and oversees the coordination of official visits.

Approves the completion of all NCAA and SEC compliance paperwork.

Oversees the dispensation of game day passes and sideline passes for official football events; oversees game day ticket allotment for football events.

Meets with Pro Scouts during campus visits; oversees the coordination of Pro Scout Week Events.

Approves and monitors budgetary requests and expenditures for the recruitment area.

Meets daily with staff members to ensure recruitment efforts are in compliance within NCAA and SEC recruitment regulations and evaluate efficiency of staff operations.

Ensures that all tasks are in compliance with University, SEC and NCAA rules and 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. Directs the day-to-day operations of the University’s football recruiting program.
2. Serves as the official liaison to internal and external departments/agencies for recruiting.
3. Approves and monitors budgetary requests and expenditures for the recruitment area.
4. Meets with Pro Scouts during campus visits; oversees the coordination of Pro Scout Week Events.
5. Supervises recruitment staff to evaluate efficiency of staff 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:** 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:** Three (3) 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/DEA 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.*