Assistant Athletic Director of Ole Miss Sports Production

**Definition of Class**
This is a supervisory position in which the incumbent performs duties associated with the administration of day-to-day operations for Ole Miss Sports Productions and Rebel Vision. Incumbent also has the responsibility of managing and supervising the development and production of video programs produced and works closely with the Ole Miss Sports Marketing and other external media agencies. Incumbent has the authority to exercise discretion and judgment in a wide variety of areas.

**Examples of Work Performed**
Manages the daily operations of the Ole Miss Sports Productions and Rebel Vision by assigning projects and maintaining budgets.

Oversees productions for quality and adherence to client specifications.

Maintains a structured environment for personnel to maximize talent.

Resolves conflicts among personnel and coordinates scheduling.

Maintains and develops contacts with external media agencies.

Develops and coordinates project ideas and sources of funding.

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. Assists the Director with all fiscal documents.
2. Schedules employees for specific projects.
3. Ensures quality control over all television/video projects.
4. Supervises the production and technical staff.
5. Evaluates employee’s job performance.

**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 talk and hear. The incumbent is periodically required to sit; and reach with hands and arms. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year 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.

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