JOB DESCRIPTION

Associate Director Recruiting Operations

Definition of Class
This is a professional position in which the incumbent assists in the day-to-day operations of the University’s football recruiting program. The incumbent exercises discretion and independent judgment in reviewing film, assisting with maintaining a database and organizing the recruitment calendar. Position reports to the Assistant Athletic Director Recruiting Operations.

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

Reviews and evaluates film on football recruits that are sent in to the department.

Assigns film by based on the recruit’s position, region, academic standing, and other criteria necessary for recruitment to the designated recruiting coach.

Assists in organizing the database on multiple years of recruits; ensures contact information for each recruit is up-to-date.

Assists in organizing the recruiting calendar of visits for the assigned coaches.

Assists with NCAA recruiting data on compliance software systems as needed.

Supervises or assists staff in the absence of the Assistant Athletic Director Recruiting 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. Assists in the day-to-day operations of the University’s football recruiting program.

2. Reviews and evaluates film on football recruits.

3. Assists in organizing and maintaining a database.

4. Assists in organizing the recruiting calendar of visits for the assigned coaches.

5. Supervises or assists staff in the absence of the Assistant Athletic Director Recruiting 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 10 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 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 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.

Rev. 05/06/2015

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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.