JOB DESCRIPTION

Coordinator of Baseball Operations

**Definition of Class**
The incumbent in this position coordinates the daily operations of the University Baseball program. Incumbent oversees student workers (managers), coordinates team travel, purchases equipment and apparel, participates in compliance and promotional activities, and works with student-athletes involving adherence to strength and conditioning training regiments and personal development activities. The incumbent reports to the Head Baseball Coach.

**Examples of Work Performed**
Coordinates team travel, including scheduling of practice sites, transportation, meal and hotel arrangements.

Orders and exchanges equipment for student athletes and maintains inventory control of equipment.

Consults with strength and conditioning and athletic training staff to ensure that student athletes adhere to training and nutrition regimens.

Works closely with the department’s CHAMPS Life Skills program (Rebel Ready) and assists with coordination of study hall, tutoring and other activities to ensure that academic needs are met.

Oversees and assigns off-the-field duties for student managers.

Assists with Bullpen Club club-related promotional activities and maintains the Bullpen Club website.

Assists with on-campus recruiting and represents the baseball program at functions as necessary.

Communicates with visiting teams to ensure facilities are available and assist with other needs as they arise.

Maintains a current player roster, squad list, and player/parent ticket list at home and away games to meet compliance requirements.

Works closely with the department’s compliance office to ensure all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

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

**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. Coordinates the daily operations of the University’s baseball program.

2. Participates in student-athletes’ strength and conditioning training and personal development activities to ensure adherence to and effectiveness of regiments.
3. Compiles and maintains a variety of records related to baseball operations, in compliance with University, SEC Conference, and NCAA rules.


**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 the 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 occasionally required to walk; sit; talk and hear; reach with hands and arms; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university.

**Experience:**
One (1) year 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.

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