JOB DESCRIPTION

Coordinator of Basketball Operations

Definition of Class
This is a non-supervisory position in which the incumbent coordinates the daily operations for the University’s basketball program. Work involves assisting with scheduling regular season games; coordinating and scheduling of events; coordinating film exchange with other institutions; and monitoring the academic progress of student athletes. Incumbent reports to the Head Basketball Coach.

Examples of Work Performed
Ensures compliance with NCAA and SEC rules and regulations. Keeps coaches informed of rules and regulations.

Communicates with other institutions regarding delivery and receipt of game film. Utilizes video/audio equipment to videotape games of opponents.

Coordinates team travel, including transportation arrangements, lodging, and meals. Ensures luggage and equipment meets federal aviation requirements.

Coordinates practice times at sites when traveling. Schedules practice and shoot around times and oversees the preparation of the practice floor.

Assists with the development of regular season game schedule including dates and times.

Serves as liaison between student athlete, tutors, and counselors. Informs students of their individual tutoring/counseling session.

Meets with Academic services staff on a regular basis to ensure student athletes are meeting the satisfactory progress and degree completion requirements.

Coordinates and organizes summer camps and clinics. Promotes sports camps as appropriate.

Assists with budget development and monitors expenditures.

Meets with head coach on a regular basis.

Hires, supervises, and monitors the performance of student managers

Represents the basketball program at functions and events as necessary.

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

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. Provides administrative support to the Head Basketball Coach.

2. Coordinates Film Exchange and other special events.

3. Ensures compliance with SEC and NCAA rules and regulations.

4. Assists with the scheduling of regular season games.

5. Monitors the academic progress of student athletes.

**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 four-year college or university.

  AND

- **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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The University of Mississippi is an EOE/AA/Minorities/Females/Net/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA 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.