Coordinator of Video Services - Intercollegiate Athletics

Definition of Class
This is a supervisory position in which the incumbent is responsible for the coordination and administration of the operation of the video services unit in the Department of Intercollegiate Athletics, the videotaping of athletic events, the utilization of the computer editing facilities to prepare materials for upcoming athletic events and the production of original videos to be used for promotion, recruiting, and motivational purposes. The incumbent makes decisions by exercising discretion and independent judgment and reports to the head football coach.

Examples of Work Performed
Coordinates physical set-up for videotaping of athletic events for both home and visitor cameras. Supervises transportation of equipment to athletic events.

Supervises videotaping of athletic events by personnel. Supervises and trains employees in all facets of the operation of the Video Department.

Videotapes athletic events. Generated edited tapes by use of computer equipment and distributes edited tapes to appropriate personnel. Also maintains archives of past athletic events.

Produces highlight tapes for promotional recruitment and motivational use. Coordinates services with Ole Miss Sports Production department and daily schedules with the coaching staff.

Conceptualize and design, with input from coaching staff, videotaping plan with regard to camera positions and assignments.

Produced situational cut-ups and statistical data videos by position, play and formation for coaching staff.

Plan, coordinate, and implement network system software and hardware upgrades, operation system, enhancements, and/or new services offering, including the integration with other network systems.

Design and place electronic graphic slate at head and tail of tapes as well as individual play identification graphics.

Maintains computer files and software and performs routine maintenance on equipment. Performs upgrades and configuration of video software programs for network system.

Coordinates and trades film exchanges in accordance with SEC and NCAA guidelines; which includes documenting number of copies, adhering to deadlines, shipping guidelines, and formats.

Performs troubleshooting, software configuration, and problem resolution with external technical service providers which may involve system emergencies with video network system.

Purchases equipment and supplies for use by department personnel. Stays abreast of new equipment available and advises supervisors of equipment and its capabilities. Develop short and long-term strategic planning for equipment acquisition.

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. Coordinates and supervises operations and personnel concerning videotaping athletic events.
2. Produces, edits, and distributes tapes to appropriate personnel.
3. Purchases equipment and supplies.
4. Maintains computer files and software and archives of past athletic events.

**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 50 pounds.
- **Vision:** Requirements of this job include close vision and color 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 stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

**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 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.