JOB DESCRIPTION

Coordinator Athletic Spirit Groups

Definition of Class
This is a professional position in which the incumbent coordinates the activities of the Rebelette dance team or cheer team. Work involves developing promotional materials; making travel arrangements; coaching and training student spirit groups; coordinating game day activities; and managing the budget. This position reports to the Assistant Athletics Director – Marketing.

Examples of Work Performed
Plans, coordinates, and supervises the activities of the Rebelette dance team or cheer team for all designated athletic events.

Coordinates a safe practice and training environment that highlights the performance and safety goals of the program and practice clinics and reserves locations for these activities.

Updates manuals detailing recruitment strategies, try-out criteria and other policies and procedures and monitors and enforces NCAA, SEC, and University guidelines.

Coordinates, reviews, and monitors training and strength and conditioning techniques with Strength and Conditioning and Athletic Training staff members.

Purchases uniforms and equipment. Monitors expenditures. Prepares reports relating to the financial aspects of the Rebelettes or cheer team.

Performs administrative duties associated with making travel arrangements, responding to correspondence, and maintaining records.

Works with Athletics Marketing to design promotional items to recruit high school and community college future prospects. Visits with potential members and their parents.

Monitors academic performance by working closely with Student Athletic Services staff.

Assists the Athletics Marketing Department with promotions and the development of pre-game, half time, and post-game logistics for athletic events.

Develops and implements scripts for the Rebelettes or cheer team, for University and public performances, to enhance student participation, enthusiasm, and positive crowd involvement.

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. Supervises, trains, and coordinates the daily activities of the Rebelettes or cheer team.
2. Performs administrative tasks as they relate to athletic spirit activities.
3. Assists with the design and implementation of promotions.
4. Monitors and enforces NCAA, SEC, and University guidelines and updates departmental manuals.
5. Serves as liaison for athletic groups and other campus areas.

**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 stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.
- **Experience:** Six (6) months 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.*