Definition of Class
This is a non-supervisory position in which the incumbent assists in the daily recruiting duties of the recruiting office. Incumbent researches current and future position needs for NCAA countable coaches, maintains recruiting boards, and reviews, evaluates and makes recommendations regarding materials and data pertaining to prospective student athletes. Incumbent reports to the Assistant Athletic Director Recruiting Operations and has considerable latitude for exercising independent judgment and discretion.

Examples of Work Performed
Researches current and future position needs.

Assists with the annual recruiting schedule for NCAA countable coaches,

Solicits, gathers and reviews information on prospective student athletes.

Develops and maintains database on PSA information.

Edits the received film/DVDs into appropriate viewing format for staff and maintains an historical database of all film accumulated.

Assists background/history checks on PSA.

Maintains recruiting boards and communicates with recruiting position coach on recruiting board adjustments.

Presents information regarding PSAs.

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

Provides supervision, guidance and training to recruiting assistants.

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 the daily and annual recruiting duties of the recruiting office.

2. Assists with the annual NCAA recruiting schedule for recruitment evaluation coaches.

3. Analyzes data submitted on prospective student athletes.

4. Evaluates PSA transcripts for eligibility based on Ole Miss and NCAA requirements for entrance.
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 occasionally required to stand; walk; sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Experience/Educational Requirements:

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

AND

**Experience:**
Two (2) years of experience related to the above described duties.

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. 05/13/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/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.