Definition of Class
This is a professional position in which the incumbent coordinates the athletic community outreach efforts for all sports and the department, donation requests, career development, special projects, and assists with the Student-Athlete Advisory Committee (SAAC) and in the life skills programming. The incumbent will chaperone student athletes as they travel, provide services for, and represent the University in the community, out of state and abroad.

Examples of Work Performed
Coordinates the community outreach projects for the entire athletic department and its sports programs.

Manages donation requests for the athletic department.

Serves as an advisor/co-advisor to the Student Athlete Advisory Committee (SAAC).

Acts as an advisor to students seeking career assistance in the area of career planning and development decisions.

Serves as a liaison to various departments on the campus.

Monitors the budget and assists with special programs or projects.

Plans, develops, and recommends implementation of programs to enhance student’s career advancement. Conducts outreach activities including workshops and presentations.

Assists with the overall coordination of the CHAMPS Life Skills program.

Travels and assists with the chaperoning of student athletes for leadership, community service, etc.

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 community outreach projects.

2. Manages donation requests.

3. Serves as an advisor/co-advisor to the Student Athlete Advisory Committee and assists with CHAMPS Life Skills.

4. Provides assistance for career development.

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 sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

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.*