Definition of Class
This is a professional position in which the incumbent is responsible for planning, developing and coordinating special projects, programs, events, and functions for Athletics. The incumbent builds and maintains collaborative relationships with various groups in support of project activities, identifies opportunities to encourage sport-specific giving and serves as a liaison to external and internal constituents. Position reports to the Senior Executive Associate Athletic Director.

Examples of Work Performed
Plans and coordinates events involving undergraduates and alumni of the M-Club and leads efforts to grow alumni M-Club membership.

Identifies and assesses potential funding sources to increase support for fundraising activities and encourage sport specific giving.

Engages former student athletes by creating and managing seating area for former student athletes at all venues and assists with sales of premium seating for all sport venues.

Assists with game day operations, serves as sideline control, hosts VIPs, and assists Athletics Director as needed.

Monitors expenses related to programs and secures necessary space, equipment and supplies for those events.

Develops and maintains collaborative relationships with various groups in support of project activities and serves as a liaison to external and internal constituents.

Plans, develops and coordinates events, special projects, and functions that support UM athletic programs.

Coordinates reunions and banquets for current and returning teams, represents the Athletics Department at speaking opportunities, organizes Rebel Road trip with former student athletes at each stop.

Provides campus and facility tours, assists with recruiting events on campus.

Assists with Student Athlete Advisory Committee (SAAC) events and provides mentoring.

Serves as a resource for the office of Students Athlete Development and encourages involvement of M-Club alumni with the SAAC.

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. Plans, develops and coordinates events, special projects, and functions that support Athletics.
2. Assists with the sale of premium seating for all sports venues.

3. Assists with game day operations.

4. Identifies opportunities to increase support for fundraising activities and encourage sport specific giving.

5. Assists with Student Athlete Advisory Committee (SAAC) events and provides mentoring.

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:
Two (2) 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.

Rev. 04/01/2015

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.