JOB DESCRIPTION

Athletic Eligibility Records Specialist

Definition of Class
This is a non-supervisory position in which the incumbent performs duties associated with the preparation and process of various records required to meet NCAA, SEC, and institutional eligibility requirements to compete in Intercollegiate Athletics. Incumbent assists supervisor and has the authority to exercise discretion in a wide variety of areas. This position reports to the Senior Associate Athletic Director of Compliance.

Examples of Work Performed
Monitors the admission, eligibility, and financial aid status of prospective student athletes and documents compliance with NCAA, SEC, and institutional requirements.

Prepares and coordinates the review and approving process of SEC eligibility forms and NCAA squad lists through various offices to ensure that lists are processed in accordance with established standards and transmitted to governing officials in a timely manner.

Reviews other compliance documents for all intercollegiate teams sponsored by the University and coordinates monitoring and verification of information provided.

Assists with processing of non-recruited non-scholarship students who wish to try-out for a varsity sport to ensure that all academic, eligibility and physical exam documentation has been completed prior to participation.

Oversees the accounting and distribution of NCAA special assistance and opportunity fund grants to student athletes and ensures that proper documentation is properly filed.

Coordinates transfer process for incoming and outgoing student athletes.

Prepares the athletic section of all NCAA and government graduation and retention reports as well as coordinates the completion and submission with other appropriate University offices.

Provides notification of all eligibility status changes.

Ensures all assigned tasks are in compliance with University, SEC 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. Prepares various reports and eligibility records.

2. Interfaces with various officials and staff members to ensure appropriate documents have been received and
requirements are met.

3. Oversees the accounting and distribution of NCAA special assistance and opportunity fund grants to student athletes and ensures that proper documentation is properly filed.

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 10 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; lift or carry; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

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.

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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.