JOB DESCRIPTION

Recruiting Assistant

Definition of Class
The incumbent in this position coordinates and participates in complex clerical duties involving initial eligibility and recruitment efforts. Incumbent has the responsibility of maintaining administrative recruiting records and relieving department of administrative detail. Incumbent relieves supervisor of routine clerical duties and has considerable latitude for exercising judgment and discretion.

Examples of Work Performed
Prepares, processes and maintains initial eligibility and recruitment records and files.

Performs administrative and secretarial duties to include answering telephone, setting up office files, preparing correspondence, and generating reports.

Stays abreast of NCAA, SEC, and University rules and regulations pertaining to initial eligibility and recruitment.

Secures prospective student-athlete academic record data. Determines student-athlete eligibility. Organizes and distributes academic evaluations to appropriate personnel.

Assists with coordination of activities associated with sports camps, including producing recruitment printed materials.

Makes arrangements for official and unofficial recruiting visits to include developing itinerary and compiling NCAA compliance documentation.

Attends recruitment meetings to report on student’s eligibility status. Coordinates and assists in planning all related recruiting functions and activities.

Assists in the design and distribution of mail-outs to prospective athletes or other interested persons regarding the University’s football program.

Supervises and trains student workers and University Ambassadors as required.

Performs similar or related duties as assigned or required.

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

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. Performs complex clerical duties involved in processing and maintaining prospective student-athlete initial
elgibility and recruitment records and files.

2. Organizes and arranges official and unofficial campus visits.

3. Ensures compliance with NCAA, SEC, and University policies and procedures.

4. Coordinates and develops itinerary for on campus recruiting events.

**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:**
High School Diploma or equivalent (GED).

**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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