JOB DESCRIPTION

Operations Coordinator - Loyalty Foundation

Definition of Class
The incumbent in this position provides operational support in the administration of the Athletic Development Office with considerable latitude for exercising judgment and discretion. The incumbent is responsible for coordinating the activities of the administrative office, assisting in the development and implementation of policies and procedures, and maintaining financial records. Incumbent reports directly to the Associate Director of Development.

Examples of Work Performed
Manages and oversees the day-to-day operations of the Athletic Development office while exercising independent judgment and a high degree of discretionary authority.

Coordinates and supervises work of assigned support staff and student employees. Trains staff to serve as host/hostess for departmental functions. Makes recommendations regarding employment decisions, performance evaluations, and departmental leave schedules.

Assists with planning and coordinating Loyalty Foundation functions; greets visitors; addresses questions from donors and potential donors regarding membership; and coordinates membership acknowledgment processing and credit maintenance.

Performs a variety of tasks associated with managing the Courtesy Car Program and the Loyalty Foundation membership records.

Coordinates data entry for departmental computer operations.

Monitors the department’s fiscal activities; maintains departmental accounts on computer; assists with reconciliation and balancing accounts according to the budget; and produces status reports periodically. Reviews daily receipt of checks and gifts; ensures proper posting and reporting of donations.

Monitors office inventory and processes requisitions; maintains purchase order files and tracks purchases.

Provides administrative assistance to the Director and Associate Director; compiles and organizes documents; prepares reports and correspondence for the Director and Associate Director; and serves as a liaison with other departments or the general public.

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

Performs related or similar duties as required or assigned.

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. Manages and supervises daily operations of the Athletic Development office.
2. Participates in special projects, fund raising events, athletic events and other related activities.
3. Prepares and maintains financial records; including current budget balances, and various reports and forms.
4. Provides administrative assistance to the Director and Associate Director.

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 regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls..

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree in Accounting, Business Administration, Management, or related field from a college or university.

**AND**

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

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Background Requirements**
This position requires a background check upon hire.

**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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