



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Associate Athletic Director Player Personnel

Definition of Class

This position creates and implements processes involved in the evaluation of prospective student athletes in consideration for participation in the football program. The incumbent provides direction and oversees personnel in conducting player evaluation activities, makes decisions based on recommendations determining high level football recruits, directs activities of on field coaches with recruiting tasks, oversees development of recruiting travel schedules, manages analysis of player game tapes, and oversees the development of Fall and Spring evaluation schedules.

Examples of Work Performed

Directs the day-to-day operations of the university's player personnel division for football.

Oversees activities associated with viewing game highlight films to evaluate athlete performance for recruiting potential.

Coordinates with on field coaches for organization of activities and information for analyzing potential recruits.

Manages the hot list for on field coaches to rank potential student athletes for five year periods.

Oversees the development of Fall and Spring evaluation schedules.

Stays abreast of all NCAA recruiting compliance rules and updates staff as needed.

Coordinates with UM Athletics Compliance Office regularly and manages actions required to ensure compliance.

Develops and monitors player personnel budget.

Meets with coaches to review call logs and check for accuracy.

Ensures all assigned tasks are in compliance with department, University, Southeastern Conference, and NCAA rules and regulations.

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. Directs the day-to-day operations of the university's player personnel division for football.
2. Creates and implements processes involved in the evaluation of prospective student athletes.
3. Directs and oversees personnel in conducting player evaluation activities.

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: Requires the ability to perceive the nature of objects by the eye.

Midrange: Clarity of vision at distances more than 20 inches and less than 20 feet.

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 walk, sit, talk and hear; use hands to handle or feel, and reach with hand and arms.

Experience/Educational Requirements:

Education:

Bachelor's Degree from an accredited college or university.

AND

Experience:

Four (4) 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.

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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