



THE UNIVERSITY of
MISSISSIPPI
JOB DESCRIPTION

Assistant Coordinator of Video Services - Football

Definition of Class

This position coordinates and administers the operation of the video services unit in the Department of Intercollegiate Athletics, the videotaping of athletic events, the utilization of the computer editing facilities to prepare materials for upcoming athletic events and the production of original videos to be used for promotion, recruiting, and motivational purposes.

Examples of Work Performed

Assists in physical set-up for videotaping of athletic events for both home and visitor cameras.

Prepares for transportation of equipment to athletic events.

Assists in videotaping of athletic events by personnel.

Assists in daily football practice duties of videotaping and editing for coaches for breakdown and study purposes.

Assists in producing highlight tapes for promotional recruitment and motivational use.

Conceptualizes and designs, with input from coaching staff, videotaping plan with regard to camera positions and assignments.

Assists in producing situational cut-ups and statistical data videos by position, play and formation for coaching staff.

Performs routine maintenance on equipment which includes troubleshooting and maintenance of video equipment for on and off-site athletic events.

Assists in coordinating film exchanges in accordance with SEC and NCAA guidelines; which includes documenting number of copies, adhering to deadlines, shipping guidelines, and formats.

Assists in preparation of all football camps and clinics as requested by coaching staff.

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. Assists in the coordination of videotaping athletic events.
2. Assists in producing, editing, and distributing tapes to appropriate personnel.

3. Maintains equipment and supplies

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 50 pounds.

Vision: Requirements of this job include close vision and color 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 stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; 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.

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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