



<b>Job Title:</b> Athletics Video Coordinator	<b>Job Family:</b> Athletics
<b>Job Code:</b> 9607	<b>Job Level:</b> <i>Non-Manager</i>
<b>FLSA:</b> Exempt	<b>Bargaining Unit:</b> <i>None</i>
<b>Revised</b> 5/4/2023	<b>Prepared by:</b>

***Primary Purpose:***

An Athletic Video Coordinator plans, edits and produces all videography used by the University's Athletics Department to support the success of the University's various NCAA Division 1 intercollegiate teams.

This position typically reports to the Athletic Director or other appropriate supervisory or management position. Incumbents may be required to maintain flexible work schedules in order to accommodate weekend or evening shifts. The ability to operate heavy machinery and extensive knowledge of all AV hardware is also essential to this position. An Athletic Video Coordinator is required to stay abreast of changes in technologies, football strategy, video editing, computers, projectors, videography, and hydraulic scissor trucks and have access to a pick-up truck for daily gear transport.

***Primary Job Duties:***

- Plans, oversees, and coordinates the filming of all football team practices, as well as home and away games.
- Edits film developed in-house, as well as film developed by opponent programs for the purpose of scouting and self-scouting; edits season film for the purposes of play study.
- Develops and maintains film exchange agreements with opponent football programs for the purposes of mutual scouting.



- Works with professional team scouts to assist in the evaluation of the University's student athletes.
- Works with representatives from other intercollegiate sports to evaluate video needs; oversees and assists with video programming for other sports as appropriate.
- Researches and assesses new videographic methods and technology, and makes recommendations for new equipment and process enhancements, as appropriate.
- Develops and maintains inventory of video equipment, tapes, and peripheral equipment and supplies.
- Performs miscellaneous job-related duties as assigned.

***Minimum Qualifications:***

This position requires a Bachelor's degree in Telecommunications or related field and one year experience directly related to the duties and responsibilities specified or a combination of equivalent education and experience will be considered.

***Working Conditions:***

- Environment – Typical indoor environment/office setting.
- Physical Requirements – climbing, standing, stooping, and/or typing; Ability to lift up to 20lbs as needed.
- Travel – Ability to travel to other USF campuses and/or other locations as requested.

***Acknowledgement:***

*While the primary job duties and responsibilities have been included, this job description is not designed nor meant to cover or contain a comprehensive listing of activities or responsibilities. This does not preclude the assignment of additional or developmental duties, special projects, or the scope of the position. Duties, responsibilities, and activities may temporarily or permanently change at any time with or without notice.*

University of South Florida  
Department of Compensation  
Job Description Template



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