



JOB INFORMATION

Job Code:	131148
Job Title:	Football Quality Control Analyst
FLSA Status:	Exempt
Supervisory:	
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides administrative support to football coaching and operations staff to help ensure program success. Researches, reports on, and analyzes critical USC and opponent team data; supports recruiting efforts; and assists coaches with camp, clinic, and gameday planning and execution.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Two years' experience in Division 1 football coaching, analytics or related football administration at the collegiate or professional level.
X		Extensive knowledge of football skills and strategies.
X		Excellent written and oral communication skills, able to work effectively with a wide range of people in diverse communities.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to recruit effectively with no athletic grants and highly selective admissions standards.
X		Excellent interpersonal skills, able to build positive relationships with student-athletes, parents, coaches, faculty, staff, and the general public.
X		Demonstrated analytical, strategic and problem-solving skills.
	X	Experience in football and statistical analysis.
	X	Knowledge of XOS and Visio software.
	X	Demonstrated working knowledge of university, PAC-12, and NCAA processes, rules, and regulations.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Scouts/researches future opponents, creating personnel reports, presentations, and film cuts based on based on plays, formations, personnel, motions, shifts, protections, down and distance, and field positions for coaching staff. Identifies and reports on opponent strengths and weakness. Charts and tracks opponent tendencies and assists coaches with film evaluation and statistical analysis.				
Supports self-scouting research efforts through the collection and reporting of USC team data and the creation and analysis of film cuts based on plays, formations, staff, motions, shifts, protections, down and distance, and field positions. Identifies and reports on team strengths and weakness. Assists coaches with film evaluation and statistical analysis.				
Supports recruiting efforts by reviewing and evaluating potential student athletes and providing guidance.				
Supports the organization and execution of summer camps and clinics.				
Prepares targeted case studies as directed. Assists coaches with game planning and preparation. Creates and distributes game day resources.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.