**POSITION DESCRIPTION**

##  North Dakota University System

 **PART A - Identification, Duties/Responsibilities, and Task Inventory**

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| 1. Name of Employee:  |  | 1a.EmplID #: |  |
| 2. Position #: |  | 2a. Dept. ID #: |  | 2b. Dept. Name: | Student Affairs |
| 3. Current Band: | 3000 | 3a. Current Job Family #/Title: | 3110 |
| 4. Current Functional Title: | Director of Director of Esports Programs/Head Esports Coach |
| 5. Please check all that apply |  |
| 5a.Type of position: | [x] Full-time [ ] Part-time | **IF** Part-Time, FTE Percentage: |  | % |  |
| 5b.Term of position: | [ ] 9 month [ ] 10 month [x] 11 month [x] 12 month | Other:  |  |  |
| HR Use Only: |  |[x]  Exempt (If exempt, documentation required) |[ ]  Non-exempt |  |
| 6. Institution: **Mayville State University** | 7. Division: | Student Affairs |
| 8. Department: |  | 9. Unit: |  |
| 10. Work Mailing Address: | 330 3rd St NE | 11. Work Phone: |  |
| 12. Name & Title of Supervisor: | Dr.Andrew Pflipsen, VP Student Affairs | 12a. Supervisor Posn # : |  |
|  13. What is the function/mission of your department?Esports Programs provides opportunities for students to participate in intercollegiate video gaming. |
| 14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)The Director of Esports Programs/Head Esports Coach reports directly to the Vice President for Student Affairs. This position will lead the development of the Esports program for Mayville State University, which will include the recruitment, retention and overall supervision of participants. The Director of Esports is responsible for team management, recruiting, equipment monitoring, participant training/coaching, and administration of the program to include budgets, coordination of competition and practice schedules, marketing, and NACE policies and regulations. This position will have a collateral assignment in Student Affairs. |

**PART A - 15. Duties/Responsibilities**

Provide a general statement of each major duty or responsibility.

1. List the task(s) involved in accomplishing each major duty/responsibility.
2. Indicate the percent of time that is spent on each duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty over a course of time.)
3. Begin each statement with a verb that exemplifies the action taken in performing the assignment.
4. **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

 - Is the duty/responsibility the reason the job exists?

 - Is this a highly specialized task or one that requires special education, training, licensure?

 **If the answer is yes, the duty is “essential”.**

- What is the percentage of time spent on the function?

 **If the answer indicates a great % of time, the duty is probably “essential”.**

- What are the consequences to others or the institution of a failure to perform the function?

 **If the answer indicates a high level of accountability, the duty is “essential”.**

NOTE: See Position Description Instructions and examples.

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| **Duty/Responsibility No.**  | Statement of duty/responsibility: |
| Percent of Time**40%** | For ADA compliance, see instruction.Responsibility is:[x]  Essential [ ]  Secondary (Please check one) | **Administer the Mayville State Esports Program** |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):**1. Guide the overall development and implementation of Esports for Mayville State.
2. Administer budgets
3. Maintain and monitor PC gaming equipment and develop a rotation schedule for new equipment
4. Hire and supervise additional Esports coaches/specialists for games outside the Head Coach’s specialty area.
5. Be knowledgeable and up to date on NACE policies and regulations.
6. Plan and coordinate practice schedules and opportunities for intercollegiate competition, including travel arrangements, budgets, and other related tasks.
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| **Duty/Responsibility No.** | Statement of duty/responsibility: |
| Percent of Time40% | For ADA compliance, see instruction.Responsibility is:[ ]  Essential [x]  Secondary (Please check one) | **Serve as Head Coach for the Esports Team**  |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):**1. Coach Esports participants in identified specialized game.
2. Review game footage with participants and other coaches.
3. Recruit and retain academically qualified student Esport participants in accordance with roster goal.
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| **Duty/Responsibility No.** | Statement of duty/responsibility: |
| Percent of time20% | For ADA compliance, see instruction.Responsibility is:[ ]  Essential [x]  Secondary (Please check one) | **Support recruitment and retention efforts with Student Affairs areas.** |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):**1. Recruit prospective students and families, in collaboration with Admissions.
2. Promote Mayville State via social media and other online platforms.
3. Assist Student Affairs in retention efforts.
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**PART B - Working Environment**

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|  **1. EDUCATION/KNOWLEDGE REQUIREMENT** - Minimum education required to perform adequately in position could reasonably  be attained only by completing the following (if you were to recruit today, what qualification would you require?) |
|  REQUIRED EDUCATION/TRAINING (choose one)[ ]  less than high school diploma[ ]  high school diploma or GEDCOLLEGE LEVEL (choose one) 1 year  2 year  3 year  4 yearGRADUATE LEVEL (choose one) 1 year  2 year  post-graduate | DEGREE INFORMATIONType of degree (B.S., B.A., etc...)Bachelors**’s Degree** |
|  COLLEGE LEVEL (choose one) [ ] 1 year [ ] 2 year [ ] 3 year [x] 4 year  | Major field of study or degree emphasis (accounting, economics, etc...) |
|  GRADUATE LEVEL (choose one) [ ] 1 year [x] 2 year [ ] post-graduate | Specialized subject knowledge (cost accounting, MACRO economics, etc.Competitive video gaming, Competitive level experience with multiplayer online video games, such as League of Legends, Overwatch, etc.  |
| Required Work Experience in Addition to Formal Education/Training:* Bachelor’s Degree
* Minimum 2-3 years’ related experience in an Esports environment or related recruitment experience in an educational setting.
* Technical abilities to operate, troubleshoot, and monitor computer equipment, navigate support websites, and general knowledge of gaming platforms.
* Knowledge of NACE rules and regulations.
* Demonstrated experience working in a self-directed, fast-paced environment.
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| Required Supervisory Experience:n/a |
|  **2. LICENSE/CERTIFICATION LICENSE/CERTIFICATION** | Identify licenses/certification required: |
| 1. **SPECIFIC SKILLS OR**

 **EQUIPMENT REQUIRED** | Requires use/operation of (could include computer software, computer hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented etc.):Computer, internet, Microsoft Office Must demonstrate excellent skills in oral and written communicationPublic speaking |

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| **4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSON/POSITIONS** |
| Position Number | Classification Title of Persons Supervised | FTE % |
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|  |  |  |
|  |  |  |
|  | TOTAL |  |
| **5. INDIRECT SUPERVISION:** Total number of classified positions indirectly supervised:  |  |
| Total number of student or other non-classified employees indirectly supervised: |  |

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| **6. HAZARDOUS WORKING CONDITIONS** | Unusual or hazardous working conditions related to performance of duties: |
|  | Precautionary measures taken to avoid those unusual or hazardous working conditions: |
|  | Frequency of occurrence of unusual or hazardous working conditions: |

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| **7. PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities |
| **Employee is required to:** | **Never** | **1-33%****Occasionally** | **34-66%****Frequently** | **66-100%****Continuously** |
| Stand |[ ] [x] [x] [ ]
| Walk |[ ] [ ] [ ] [ ]
| Sit |[ ] [x] [ ] [ ]
| Use hands dexterously (use fingers to handle, feel) |[ ] [x] [ ] [ ]
| Reach with hands and arms |[ ] [x] [ ] [ ]
| Climb or balance |[x] [ ] [ ] [ ]
| Stoop/kneel/crouch or crawl |[ ] [x] [ ] [ ]
| Talk or hear |[ ] [ ] [x] [ ]
| Taste or smell |[x] [ ] [ ] [ ]
| Lift & carry: up to 10 pounds |[ ] [x] [ ] [ ]
| up to 25 pounds |[ ] [x] [ ] [ ]
| up to 50 pounds |[x] [ ] [ ] [ ]
| up to 75 pounds |[x] [ ] [ ] [ ]
| up to 100 pounds |[x] [ ] [ ] [ ]
| more than 100 pounds |[x] [ ] [ ] [ ]

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|  | This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. |  |
|  |  |  |  |  |
|  | Employee's Signature |  | Date |  |
|  |  |  |  |  |
|  | Supervisor's Signature |  | Date |  |
|  | **PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART** |  |

Last updated 12.5.2019