



The University of Iowa Department of Intercollegiate Athletics



ANNOUNCEMENT OF POSITION VACANCY
Football Recruiting Specialist

Classification Title/Code: Administrative Services Specialist – PAA2-3B

Working Title: Football Recruiting Specialist

Staff Type: Professional & Scientific

Type of Position: Regular 100% time; Probationary; FLSA Exempt

Salary Range: \$42,819 - \$52,500

Apply By:

The University of Iowa Athletics Department seeks applications from self-motivated, results-oriented individuals with the knowledge, ability and interpersonal skills required to serve as **Football Recruiting Specialist** – a full-time, 12-month position, salary commensurate with qualifications and experience, including full University benefits. The University of Iowa is an NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and operates under a “**Win. Graduate. Do It Right.**” philosophy. For more information regarding Athletics, please click [here](#).

Responsibilities: The *Football Recruiting Specialist* is responsible for providing administrative support to the *Director of Football Recruiting* and *Director of Football Player Personnel* in all aspects of the recruiting process and in support of the day-to-day planning of the University of Iowa Football program, utilizing exceptional interpersonal skills and abilities to interact with internal and external constituents, exercising a high degree of independent judgment, confidentiality and attention to detail.

Note to Candidate: This position requires some travel, work in the evenings, on weekends and holidays. Five professional references will be requested at a later step in the recruitment process. The successful candidate will be subject to a credential and criminal background check.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. This position will also be eligible for Athletics Specific Staff Privileges and Taxable Benefits. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “[Working at Iowa](#)” to learn more.

Required qualifications:

- Bachelor’s degree or an equivalent combination of education and experience is required.
- Minimum of one year full-time administrative work experience within football recruiting at the NCAA level;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Excellent attention to detail, organizational and critical thinking skills, and ability to be proactive;
- Demonstrated ability to work independently to complete multiple projects and meet deadlines simultaneously;

- Excellent written and verbal communication skills;
- Must be proficient in basic office support software, such as Microsoft Word, Excel, Outlook calendaring, Zoom, Skype, etc.;
- A valid U.S. driving license and the ability to meet and maintain University of Iowa [Driving Policy standards](#).

Desired qualifications:

- Full-time administrative experience working within football recruiting at the Division one level highly desired;
- Knowledge of University policies, procedures and regulations;
- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I football program.

Application Details: Visit our website at [Jobs@Ulowa](#) and search for Athletics jobs or keyword "Football Recruiting". Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended. PLEASE NOTE: Candidates must upload **both a current resume and a cover letter , mark them as relevant files,** and clearly address how they meet the listed qualifications of this position. Only applications submitted at [Jobs@Ulowa](#) will be accepted. For questions or additional information, send email to Athletics Human Resources at athl-human-resources@uiowa.edu.

As a part of the University of Iowa's review of job applications and consistent with its policies and practices, the University may access and/or view information about applicants that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use of such information is governed by the University's Policy on Human Rights, as well as state and federal law.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.