

Exhibit 4

Jan-Uitermarkt, Teresa

From: Draper, Scott
Sent: Sunday, August 30, 2009 2:31 PM
To: Van Horn, Judith
Subject: QC
Attachments: Quality Control Job Disc.docx

Let me know what you think.

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Quality Control - Football

Job Areas and Responsibilities:

Assist with management of the service and support functions of the Football program. Description as follows:

A. General Duties

- a. Maintain and update football computer database. Attach opponent data to video to allow assistant coaches to efficiently view opponent video.
- b. Work with football administration to help organize player housing.
- c. Type and print documents created by Assistant Coaches
- d. Assist academic support staff with class checking of current student/athletes.
- e. Assist academic support staff with organizing and monitoring study table.
- f. Copying and distributing weekly opponent scouting reports
- g. Creating, copying, and distributing team playbook.
- h. Monitor team curfew during pre-season training camp
- i. Lifestyle monitoring of student/athletes. Monitor off campus student/athlete housing.

B. Recruiting

- a. Assist recruiting coaches with campus tours during official visits.
- b. Transport prospects to and from the airport during official visits.
- c. Transport prospects to and from academic meetings during official visits
- d. Provide tours of Schembechler Hall for prospects on unofficial visits.
- e. Assist recruiting coaches with athletic campus tours during official visits.

C. Gameday

- a. Chart and record play calls and opponent play calls
- b. Provide assistant coach with statistical data compiled during the game.

D. Summer Camps

- a. Provide administrative support to the position coaches for summer camp
- b. Assistant in organization of position skill instruction