

Sul Ross State University

Position Description

Official Title: Sports Information Coordinator

Salary Group: 9

Job Code: 3334

Summary

Function: Provides assistance and support to the Athletic Department. Works on statistics, publicity programs, activities and publications in support of all intercollegiate athletic events sponsored by the University.

Duties

Essential: Oversees, manages, and supervises sports information functions, which includes but is not limited to: develops and maintains a budget for office operation and publications; develops publications (programs, media guides, etc.) for all intercollegiate sports; staffs and coordinates game statistics and media-related activities for home and away games; maintains and enhances SRSU Athletic website for all sports; works with News and Publications Photo Services for athletically related photography; prepares team and individual press releases to appropriate media outlets ; completes all statistical and score information required by ASC and NCAA; maintains statistical information for current and past athletic records; develops and maintains a positive public relations orientation in the promotion of Sul Ross athletics. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: From the Director of Athletics

Given: Supervises student employees

Education

Required: Bachelor's degree

Preferred: Master's degree

Experience

Required: Two or more years as a student assistant in sports information or closely related internship or one year experience in a position that required writing of news releases, writing and/or producing brochures and coordinating a variety of events.

Equipment/Skills

Required: Interpreting and applying the requirements of the ASC and NCAA manuals; applying the principles and practices of new releases, publication relations, media relations and related publication creation, development, writing and presentation; applying the principles of sports statistics gathering, analysis and presentation; applying the principles and practices of budget creation, development, presentation, justification and monitoring; applying principles and requirements of print and electronic media focus, limitations and needs of print and electronic media; applying principles of website maintenance.

Working Conditions

Usual: Office conditions. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2015