



POSITION ANNOUNCEMENT

JOB TITLE:	SPORTS INFORMATION OFFICER
TYPE OF VACANCY:	STAFF
REPORTS TO:	DIRECTOR
DEPARTMENT:	UNIVERSITY ATHLETICS
SUMMARY: The Sports Information Officer is responsible for the production, presentation, distribution, and collection and archival of information pertaining to University Athletics.	
DUTIES AND RESPONSIBILITIES: The position of Sports Information Officer is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none">• Create and distribute all sport related information to local, provincial, national, university and other media sources;• Cultivate key media contacts for the department;• Facilitate interviews and press conferences, write and prepare press releases and other promotional material/content in various mediums;• Liaise regularly with the Office of University Relations, varsity coaches and colleagues at other university's and athletic organizations;• Develop a sports information media plan that promotes and profiles for the University's athletic teams and events while actively engaging various outlets;• Ensure compliance with league sport regulations, deadlines and procedures; establishing procedures for reporting results;• Write media releases, game previews/recaps, team personnel biographies, team performance highlights, awards' nominations, and event/media guides;• Produce/develop publications — game day programs, season programs, season recaps/summaries, year-in-review, media notes/guides, recruiting guides;• Coordinate media requests; arrange interviews, photographs, prepare speaking notes, key messages, etc.;• Respond to general requests for information regarding teams and responding to routine sports information requests from print/broadcast media, other sport information officers, universities, league offices, etc.;• Be responsible for statistical management and tracking/updating of athletes/coaches accomplishments/milestones; maintains an accurate database of current and former University of The Bahamas' athletes, coaches and teams, and coordinate the submission of such data as needed;• Update historical records/trophies/banners for all teams;• Maintain photo/video database;• Assist with management and updating of the Athletic Department's website (writing, inputting data, photos, etc.) working directly with other members of the Department to ensure that content is up to date and relevant;• Assist with social media initiatives directly related to sporting events (i.e. Facebook, Instagram, tweeting during events, result blasts);	



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- Photo management (including team photos, headshots, database archival);
- Coordinate material for video information boards, webcasts, TV broadcasts, as well as, working with video production staff on videos;
- Adhere and make recommendations to the budget;
- Supervise and scheduling of work study students;
- At the request of the Athletic Director, represent Athletics on applicable committees, working groups, or task forces;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal, written communication and copy editing skills with strong presentation skills;
- Strong interpersonal skills, creative-thinking and the ability to work in a team environment;
- Experience with updating website information with accurate and relevant content;
- Strong organizational skills, adherence to detail and task completion in a timely and accurate manner;
- Ability to work flexy work hours including frequent evenings and weekends;
- Ability to manage multiple projects and to prioritize to achieve deadlines;
- Make daily operational decisions pertaining to sports information, plan and adjust work assignments to ensure publication and distribution timelines are met;
- Manage sensitive messaging, assessing media interest and referring to the appropriate individual to respond;
- Ability to exercise discretion and good judgement while setting priorities.
- Ability to operate a camera and video equipment;
- Passionate about sports and a solid understanding of multiple sports.

QUALIFICATIONS:

- Bachelor's degree required; Master's degree preferred in Journalism/Broadcast, Communications, Public Relations;
- Demonstrated experience with software sufficient to support media publications and relevant athletic events statistical calculation, including but not limited to, Adobe in Design, Adobe Photo Shop, Illustrator and Stat Crew/Dakstats software.

SALARY GRADE:	AD-1
SALARY SCALE:	\$31,207 x \$750 - \$46,207
DATE PUBLISHED:	April 16, 2018
APPLICATION END DATE:	April 27, 2018
DATE TO BE REMOVED:	April 28, 2018



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Sports Information Officer.