



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>SPORTS INFORMATION ASSISTANT</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>REPORTS TO</b>	<b>DIRECTOR, UNIVERSITY ATHLETICS</b>
<b>DEPARTMENT</b>	<b>UNIVERSITY ATHLETICS</b>
<p><b>SUMMARY:</b> The Sports Information Assistant plans, organizes, and coordinates media relations activities for assigned sports including video, photos, and releases and distributes to local media entities (television and radio stations, newspapers, and magazines, etc.); responsible for updating the athletics website including editorial and statistical content; assist in training work-study students in editorial and statistical matters.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> The position of Sports Information Assistant is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"><li>➤ Write and edit editorial materials including press releases, video releases, newsletters, programs, and brochures;</li><li>➤ Gather, report, and compile statistical information for assigned sports along with the ability to assist with gathering, reporting, and compiling statistical information for other sports in the department</li><li>➤ Respond to requests for information from media personnel and the public;</li><li>➤ Distribute promotional materials, including flyers, brochures, and press kits;</li><li>➤ Disseminate information via the appropriate media including social media and WhatsApp.</li><li>➤ Assist in planning, coordinating, and managing special events including press conferences, press luncheons, and athletic banquets.</li><li>➤ Travel with the university athletic teams and perform appropriate media related activities;</li><li>➤ Develop and maintain close contact with local media;</li><li>➤ Organize press conferences, set up individual interviews, respond to questions, issue press credentials, and provides result and statistics;</li><li>➤ Assist in organizing and supervising photo sessions for all sports to provide head and shoulder photos of athletes and posed action shots;</li><li>➤ Produce occasional marketing material for sports as assigned.</li><li>➤ Perform other job-related duties as assigned.</li></ul>	
<p><b>KNOWLEDGE, SKILLS &amp; ABILITIES:</b></p> <ul style="list-style-type: none"><li>➤ Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community;</li><li>➤ Ability to communicate effectively, both orally and in writing;</li><li>➤ Skill in the use of personal computers and related software applications (photo, video, graphics);</li><li>➤ Ability to gather data, compile information, and prepare reports;</li><li>➤ Skill in organizing resources and establishing priorities;</li></ul>	

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### KNOWLEDGE, SKILLS & ABILITIES CONT'D:

- Ability to use independent judgment and to gather, manage and impart information to the media and various other internal and external audiences; Ability to use independent judgment and to gather, manage and impart information to the media and various other internal and external audiences;
- Ability to create, compose, and edit written materials;
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments;
- Knowledge of printing procedures and requirements;
- Ability to coordinate and organize meetings and/or special events;
- Ability to foster a cooperative work environment;
- Employee development and performance management skills;
- Ability to work effectively with diverse populations;
- Media relations skills;
- Knowledge of sports inclusive of rules, techniques, facilities and equipment;
- Excellent written and interpersonal communications.

### QUALIFICATIONS:

- Bachelor's Degree from an accredited College/University;
- Minimum of two (2) years work experience in communication, journalism or public relations;

### REQUIREMENTS:

- Have an enthusiastic and positive attitude.

### Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered.**

<b>Term</b>	<b>CONTRACTUAL</b>
<b>Date Published</b>	<b>May 30, 2023</b>
<b>Application End Date</b>	<b>Until filled</b>
<b>Date to be Removed</b>	<b>Until filled</b>

*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 Assistant.*