

Ohio Dominican University

- Job Description -

Job Title: Sports Information Director

Department: Athletics

Reports To: Athletic Director

Date: July 2010

Status: Part-time exempt

Purpose: The Sports Information Director is responsible for all internal and external sports related press releases, conference and national reporting, coordinating media guides, game day programs, website, sport hotlines and timely sport archiving.

Essential Job Responsibilities:

- Timely conference reporting (GLIAC) which includes: weekly reporting for all 14 varsity sports, weekly football game preview notes, player of the Week nominations for all varsity sports, postgame football notes; update basketball, baseball and softball GLIAC hotline, weekly updates of GLIAC website with scores and results, statistical tables to be filled out weekly for volleyball reporting, send Stat Crew files to opponents and GLIAC SID after home events, assist with nomination of All-Conference and All-Region Teams for all varsity sports and meet all due dates/times statistically within the conference (GLIAC) and work with Stat Crew for reporting game statistics and live game statistics for home events.
- Timely association reporting (NCAA) which includes weekly reporting for 14 varsity sports and results, weekly update of scores and results, assisting with nomination for All-American and Academic All-American Team's and meeting all due dates/times statistically within the association.
- Manage day-to-day operations of SI department which includes supervising work study students and Graduate Assistant, managing the departmental budget and strategic planning /goal setting for SI.
- Supervise the ODU Visitors Guide updates and Student – Athlete Handbook updates.
- Create game day materials for media use in press box and media tables at home events.
- Manage press box at home events and assist media with post game interviews.
- Coordination with opposing SID's for media coverage at home events and direct game day coverage with opposing and local radio outlets.
- Review and assist with all athletic department related publications and marketing materials and assist coaching staff with mailers, fliers and newsletters.
- Arrange and organize media day for all 14 varsity sports, which include opportunities for local media coverage of ODU student athletes and coaches.
- Coordinate athletic department photo events which includes picture day for teams, action photos, special event photos and ordering photos for display.
- Create marketing materials such as; schedule cards and posters
- Work closely with vendors to produce, design and layout 11 sport media guides
- Assist with marketing and promotional groups
- Represent all 14 sports at the conference and national tournaments through assisting with media coverage, accumulating statistics and radio broadcasts.
- Participate as a member of various ODU committees and Athletic committees such as the ODU Web Committee, the Hall-of-Fame Committee and others as assigned / needed.
- Attend staff meeting and other required meetings and/or campus events.
- Enhance professional knowledge and skills by attending sessions, seminars, workshops and reviewing published literature.
- Hire, supervise, train and evaluate student / GA staff.

- Perform other duties as assigned.

Supervision:

Received: General

Given: General with close supervision of less experienced team members and/or in regard to specific projects.

Education/Experience:

Bachelor's degree in journalism communications, marketing, public relations or a related field or an equivalent combination of education and experience with a minimum of three to five years experience in a sports information environment is required for this position. A Master's degree is preferred. General journalism experience preferred. A strong commitment to the Student-Athlete concept and a working knowledge of the NCAA rules and regulations is required. The successful candidate must also possess: excellent written and verbal communications skills; competent computer skills including Microsoft office Suite, internet website maintenance and Statcrew software knowledge; and experience dealing with the media on the local, regional and national level. Competent photographic skills required. The successful candidate must be self-motivated, willing and able take initiative, and able to work both independently and with a team. Most of all, s/he must genuinely enjoy working with a diverse population and be committed to furthering the mission of Ohio Dominican University.

Communication Skills/Requirements:

Able to effectively communicate verbally and in writing as to work requirements, work in progress, work completion and status of departmental goals. Communicates verbally and in writing with students, parents, employees, administrators, faculty and vendors. Strong interpersonal skills combined with a genuine concern for people, a good memory for names and faces, and the ability to listen and to relate with people of all ages and walks of life are required for this position. The ability to utilize active listening skills to ascertain areas of need, define problems, and determine possible solutions to meet expressed needs is also required. Must be able to demonstrate leadership, tact, diplomacy, professionalism and a positive demeanor in performance of all duties.

Mathematical Ability:

Able to use math to add, subtract, multiply or divide and may work with fractions, decimals, or percentages

Reasoning Ability:

Most work is complex and requires a high level of judgment. Requires the ability to decide on a course or sequence of action and to direct others in that course of action. Must have continuous visual and mental attention while performing responsibilities of the position. Must be able to define problems, collect data, establish facts and draw valid conclusions. Must be able to reasonably envision future needs and plan accordingly.

Licenses/Certifications:

Valid Ohio Drivers License

Physical Demands:

Routine physical demands for office environment. While performing the duties of this job employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee may occasionally be required to lift and/or move up to 25 lbs. Operates all computer equipment, copier, facsimile machine, printer, and telephone.

Work Environment:

Office. Exposed to minimal hazards in office environment. Games and events. Frequent travel required to games and tournaments. Evening and weekend work required.

Additional Information:

Generally responsible for the safety of own work area, the area currently working in, and attention to safety displayed by direct reports.

[This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is, instead, a description of the essential elements of the position that are needed for recruitment, placement, orientation, training, competency and performance management, classification, compensation determination and other Human Resource actions.]