Assistant Athletic Media Relations Director

**Definition of Class**
This is a professional position in which the incumbent performs duties associated with the coordination of communication, publicity and athletic information to the news media and public pertaining to the sports program as assigned. This is to ensure that the Department of Intercollegiate Athletics receives adequate coverage.

**Examples of Work Performed**
Provides and administers information to the media and the public on the department and its sports program.

Determines and manages content for official website and social media channels.

Prepares media guides and other publications for specific sports.

Coordinates home athletic events.

Maintains statistics and files on teams, coaches and athletes.

Assists in marketing efforts for the department.

Organizes and supervises the required statisticians for all home contests.

Coordinates the hosting of media and accommodating interview requests.

Supervises and delegates responsibilities to a crew of student workers.

Maintains payroll for statisticians.

Contributes feature articles to University and local publications.

Acts as liaison between the Southeastern Conference and the department.

Performs duties as assigned by the Conference office at Championship events.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Collects, compiles, and maintains statistics and other Athletic information for release to media and public.
2. Coordinates home Athletic events.
3. Serves as liaison between SEC and the department.
4. Supervises student workers and statisticians.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements for this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear. The incumbent is frequently required to sit. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Athletic Administration or related field from an accredited college or university.

  AND

- **Experience:** Two (2) years experience in Athletic Administration or related field.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Personnel Department in writing of any reasonable accommodation needed prior to the date of the interview.

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