Definition of Class
This is a non-supervisory position in which the incumbent assists in the collection and compilation of statistics and other athletic information pertaining to the University’s major sports program. Responsibilities also involve the release of information to the news media and general public to attempt to ensure that the Department of Intercollegiate Athletics receives accurate and adequate news coverage.

Examples of Work Performed
Compiles and edits media guides for assigned sports.

Maintains interface with Associated Press and United Press International concerning athletic programs and personnel.

Prepares features, fact sheets, and news items for release.

Makes frequent telephone calls concerning current events.

Maintains interface with personnel of newspapers, radio, and television stations.

Arranges interviews with personnel and athletes.

Supplies pictures, slides, brochures, and general information.

Arranges coverage of various athletic events.

Organizes press box and press table and arranges for statistics crew to be available.

Coordinates payroll for statistics crew.

Ensures the availability of statistical information for members of the media and representatives of other institutions.

Assists in preparation of bulletins and brochures describing each assigned sport.

Sells advertisements to sponsors.

Serves as editor of game programs for applicable sports, including game programs for home football and basketball games.

Furnishes statistical reports to Southeastern Conference officials.
Supervises and participates in the maintenance of files pertaining to assigned sports.

Promotes athletes and coaches in assigned sports for applicable post-season honors as appropriate.

Plans and schedules work of student assistants employed by the department.

Assists in personnel actions including, but not limited to, hiring, merit recommendations, transfers, promotions, evaluations, and vacation schedules.

Assumes the duties and responsibilities of the Director in his absence.

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 and compiles statistics and athletic information for media guides, game programs, and news releases.
2. Interfaces with media personnel and sponsors of athletic events.
3. Performs administrative functions concerning event coverage.
4. Coordinates the activity of student assistants and assists in personnel actions.

**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 Department of Human Resources 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 of 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 frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Sports Administration, Business Administration, Public Relations, or a related field.
Experience:
Two (2) years of experience related to the above described duties.

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 Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.