Director, Sports Information

Job Code 1255

General Description
Responsible for the publicity of the department’s sports teams and participating student athletes.

Examples of Duties
Oversee the scheduling of sports teams.
Coordinate regular and post-season travel arrangements.
Supervise, manage, and coordinate news releases for all sports and special occasions.
Supervise, coordinate, write, edit and produce all media guides for all sports.
Facilitate the New Athletics Complex including fundraising and construction coordination.
Enhance coverage of Bobcat Athletics events.
Plan, design, organize and facilitate the selection and coordination of radio and television coverage for Texas State athletics.
Implement and maintain internet programming.
Supervise and design layout for schedule cards, posters and other promotional items.
Design and organize historical files for all sports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: word processing, NCAA and Southland Conference rules and regulations, facilities construction, statistical analyses.

Skill in: writing and preparing press releases and related items, developing and maintaining good rapport with others, public speaking, fostering a team environment, decision making and computer operations.

Ability to: read and interpret media guides, newspapers, press releases, perform intermediate math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements