UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Sports Communication

DIVISION: Student Affairs (Athletics)

REPORTS TO: Associate Director, Sports Communication

GRADE: 7

SUPERVISES: Assist in supervising Sports Information intern, student assistants and clerical support staff.

BASIC FUNCTION:

Assist the Associate Director of Athletics in developing, coordinating, maintaining, and implementing all facets of the communications, public, and media relations strategy for the Department of Intercollegiate Athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for external communications activities with the media, general public, students, alumni, faculty, and staff for programs assigned.

Serve as primary contact for football and several of the 18 NCAA Division I intercollegiate sports programs sponsored by the University of Rhode Island.

Produce timely and complete media coverage for sports assigned, while helping other Sports Communications staffers in completing media coverage for other sports.

Develop editorial content for GoRhody.com - the official Athletics website - while also cultivating and mentoring individuals to provide written and visual content for the website.

Develop content for game programs for sports assigned.

Serve on external relations team for all matters related to internal and external communications.

Develop, mentor, supervise, lead and evaluate game staff, interns, and student assistants.

Hire and train required game management personnel.

Provide timely and factually sound presentations of information on the official Athletics website.
Work to develop a system to keep the office archives up-to-date, as well as making sure to chronicle the events and information of the present seasons for future archiving.

OTHER DUTIES AND RESPONSIBILITIES:

Monitor office supplies and make appropriate orders when necessary.

Perform additional duties and responsibilities as assigned by the Associate Director, Sports Information

LICENSES, TOOLS AND EQUIPMENT:

Personal computers – both PC and Apple; printers. Software to include: StatCrew/The Automated Scorebook statistical software; all Microsoft Office Suite and Adobe Creative Suite applications, with an emphasis on InDesign/Pagemaker and Photoshop.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of two years of professional, post-undergraduate experience in collegiate or professional sports information/media relations; demonstrated proficiency in use of StatCrew/The Automated Scorebook statistical software; demonstrated proficiency in Web and desktop publishing software, as well as software for day-to-day office functions. Demonstrated expertise in working with social media websites, including Facebook and Twitter; demonstrated ability to develop and organize, coordinate, supervise and mentor in all facets of a successful sports information/media relations department. Demonstrated strong interpersonal skills, with the ability to effectively communicate in written and verbal form; willingness to work nights and weekends at athletic events.

Preferred: Master's degree; minimum two years experience working with an NCAA I-AA (FCS) or I-A (FBS) football program or with a professional football (NFL) organization; knowledge/experience working with University public relations office also preferred; experience writing for daily or weekly newspaper or media organization; knowledge of digital photography, graphic design and publications design; proficiency with volleyball, football, and/or basketball statistical packages for The Automated Scorebook/StatCrew software.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.