



Bluefield State College

Job Vacancy Announcement

Sports Information Director

POSITION TITLE: Sports Information Director

JVA#: 2020-07

DEPARTMENT: Athletics

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position.

POSITION SUMMARY: Reporting to the Director of Athletics, the **Sports Information Director** provides leadership and direction to promote the Bluefield State College athletic activities and initiatives. Collaborating with the College's central marketing division as well as with the athletic director and coaches, promote athletic department sports teams, coaches, and players, administering all media services and enhancing community engagement and support of BSC athletic programs and activities.

CORE RESPONSIBILITIES:

- Administer all media services for Bluefield State College's intercollegiate athletic programs. Serve as the primary media contact for the College's intercollegiate athletic teams, as well as other athletic activities. Gather, disseminate information and maintain student-athlete statistics in a timely and accurate manner.
- Compile and edit athletic division publication materials, such as recruitment materials, media guides and game day programs. Assist in the management of Game-day operations.
- Coordinate interviews, produce press releases and game notes and maintain statistical information for the news media and publication on the College's athletic department website. Website maintenance includes but is not limited to scores, rosters, schedules, articles, press releases, team and individual statistics, videos and game notes involving student athletes, staff, athletic alumni, and anything else relating to athletics. Includes all pre-season, in-season, and post season materials for all NCAA Division II sports. In collaboration with immediate supervisor, promote student athletes and coaches for various NCAA and other available awards.
- Maintain and update a historical records archive associated with scores, rosters, schedules, articles, press releases, team and individual statistics, and game notes.
- Provide NCAA offices with required information for press releases, announcements, and athletic team and individual athlete statistics in compliance with NCAA guidelines.

- Collaborate with the Director of Athletics and the College's marketing division regarding the vision and direction of athletic division communications and marketing.
- Respond to sports media inquiries (local, regional and national). Cultivate relationships with sports media contacts that result in published stories about the College's intercollegiate athletic programs, initiatives, coaches and student athletes.
- Manage and maintain the athletic division's Facebook page, Twitter account, YouTube channel and other social media initiatives.
- Coordinate the streaming video broadcasts.
- Manage the nomination processes of student-athletes for all Bluefield State College, NCAA, USCAA, regional and national awards and honors.
- Assist in developing department policies & procedures relevant to athletic communications.
- Responsible for producing departmental press releases.
- May supervise student workers and temporary employees as assigned.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution, preferably in Marketing, Sport's Management, Business or related field.
- At least one year of experience in each of the following areas required:
 - 1.) communication, journalism, marketing, or related area; and
 - 2.) experience compiling sports statistics, preferably in Statcrew and Genius.
- Familiarity with intercollegiate athletics.
- Exceptional written and interpersonal communication, interviewing and editing skills, required.
- Ability to build effective relationships with internal and external constituencies.
- Excellent organizational and managerial skills-must able to prioritize, multitask and meet deadlines to advance goals /objectives for department and institution.
- Ability to interpret and administer policies and procedures in compliance with NCAA/state/federal/institutional regulations, policy, procedures and guidelines.
- Professional integrity and the ability to maintain confidentiality.
- Proficiency with Microsoft Office and social media outlets.
- Valid State Driver's License.
- Ability to attend NCAA Rules and Regulations seminars.
- Ability to travel and work evenings and weekends.

PREFERRED QUALIFICATIONS: Master's degree in related field. Sports Information/Media experience. Video production, graphic design and social media experience.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>)
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: **July 1, 2020**

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, **July 17, 2020**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities.

Bluefield State College does not provide H1B visa or employment sponsorship.