

## SPORTS INFORMATION OFFICER II\*

### **Function of Job:**

Under general direction of responsible official, to be responsible for a college sports information program, or a major assigned segment of a university sports information program, including coordination with appropriate media and preparation, editing and releasing of informational materials.

### **Characteristic Duties and Responsibilities:**

1. Gather/disseminate information concerning the college/university athletic program to media outlets throughout the New England region.
2. Prepare/arrange publication of informational materials, such as brochures, programs, schedules and pamphlets.
3. Develop/oversee the maintenance of statistics/records on intercollegiate sports, and be totally informed on all aspects of athletic programs.
4. Maintain liaison with press media and coordinate their coverage of college/university athletic events.
5. Promote the recognition of deserving athletic programs/individuals and the presentation of special awards.
6. Arrange various activities/details related to individual athletic events, such as half-time and pre-game shows, advertising, program sales and photographic coverage.
7. Supervise and assign work to students and/or support staff, as assigned.
8. Establish/maintain effective rapport with coaches, athletes, administrative staff and student body.
9. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in journalism or related field or equivalent combination of education and experience.
2. Two years of related experience working for a newspaper or publication, including journalistic writing relevant to the field of sports information.
3. Public relations skills.

### **Additional Desirable Qualifications:**

1. Knowledge of sports statistics.

7/29/94

System Approval

7/29/94

Effective Date

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\* Revised - original approved 6/8/76.