



**Position Title:** Part-Time Sports Information Director

**Job Code:** 8104

**Reports To:** Director of Athletics

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Sports Information Director will be responsible for developing and coordinating public information activities designed to initiate internal and external public acceptance of Athletic Department programs and projects. Miami Dade College offers five sports that compete on an intercollegiate basis as a member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA). These sports are for women (volleyball, basketball, softball) and men (baseball, basketball).

**Duties & Responsibilities:**

- Maintains college athletic records, information and publicity.
- Provides a journalistic and public relations function for the institutions intercollegiate sports program.
- Serves as a liaison to local daily news outlets, daily newspapers and college offerings, such as student newspapers and institutional news magazines.
- Writes press releases, which includes reporting game results to the media.
- Schedules and solicits media interviews and feature stories.
- Develops and produces media guides, brochures, flyers and materials related to athletics and student-athlete recruitment.
- Coordinates photography of all student-athletes, teams, and game action/
- Assists with the planning and promotion of athletic special events, i.e., golf tournaments, community tournaments, summer camps, etc.
- Maintains and develops the athletic web page.
- Coordinates and be responsible for all statistical reporting to state and national associations.
- Assists with game management and operations.
- Performs other duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree and three (3) years of related experience.
- Some travel is necessary
- Knowledge of athletics terminology and statistics required

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name