



Job Classification Description

COMMUNICATIONS & SPORTS COORDINATOR
VSC – UP PAT Bargaining Unit

GRADE 10
Non-Exempt

BASIC FUNCTION

To assist in the coordination of the College's functions related to web services in the Communications Department and sports information in the Athletic Department.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assisting Director of Communications with web services.
- Updating current information on the website.
- Creating pages from templates for College's programs and departments.
- Maintaining new College web portal.
- Coordinating College's web services with those of the VSC when necessary.
- Assisting in the daily operations of the sports information office.
- Writing, editing and distributing press releases and media guides.
- Providing game day programs.
- Managing home event operations of press box and scorer's table.
- Reporting necessary information to NAC, ECAC, NCAA.
- Updating College's website on sports information.

SUPERVISION EXERCISED

Position will supervise student workers.

SUPERVISION RECEIVED

Shared direction is received from the Director of Communications and the Assistant Dean of Athletics & Recreation.

MINIMUM QUALIFICATIONS

Bachelors degree in business management, marketing, communications or sports information or other appropriate discipline desirable, plus one or more years of relevant experience in a field or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience in sports information field.
- Knowledge of a broad range of sports.
- Working knowledge of in-game statistical software applications.
- Knowledge of web software, preferably Dreamweaver.
- Ability to learn new computer skills.
- Ability to write clearly and grammatically.
- Good writing, research and analytical skills.

- Ability to deal effectively with and represent the College to a broad range of individuals/groups, within and outside the College. Good marketing and public relations skills.
- Flexibility with schedules.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualification of individual positions assigned to the classification.