

## POSITION INFORMATION

Position Title	Sports Information Director
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	To Be Determined

## FOR ADDITIONAL INFORMATION

Contact	Lucas Calvert
Contact Title	Sports Information Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6377
Email	lcalvert@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Minimum of an earned bachelor's degree in marketing, communications, public relations, sports management/communications, or related field from a regionally accredited institution of higher education;
2. One (1) or more years of responsible marketing, communications, public relations, sports information/communications, or similar experience;
3. Demonstrated excellent interpersonal, written, and oral communication skills;
4. Demonstrated excellent editing and proofreading skills;
5. Strong working knowledge of publication design;
6. Demonstrated strong organizational & customer service skills;
7. Knowledge and demonstrated use of live stream production software;
8. Demonstrated ability to be goal-oriented, self-motivated, multi-task, and meet frequent deadlines;
9. Knowledge of and demonstrated use of various social media; and
10. Demonstrated photography and video skills, including editing.

### Preferred Qualifications

1. Previous experience in a college sports information or communications/public information office, or newspaper, television, and/or public relations organization;
2. Proficient in Microsoft Office and Adobe Creative Suite including Photoshop and InDesign;
3. Experience with vMix Live Video Production software;
4. Experience with website Content Management Systems;
5. Basic knowledge of wide range of intercollegiate sports, their playing rules, and statistical requirements; and
6. Familiarity with athletics statistical software packages such as PrestoStats and DakStats.

### General Statement of the Function

The Sports Information Director (SID) oversees all aspects of media relations, communications, and marketing relating to the college's intercollegiate sports programs, while also assisting the Office of Public Information in overall college media, promotion, external and internal communications, and marketing initiatives. The SID reports directly to the Vice President for Public Information.

### Duties and Responsibilities

1. Writes and distributes media releases, hometown news, game notes, and feature stories to inform the general public and media about the college's intercollegiate sports teams and student-athletes;
2. Prepares and oversees the production and distribution of sports promotional materials including TV/radio advertising and writes content and creates graphic design for all sports publications, including media guides, game programs, rosters, flyers, posters, and other materials;
3. Coordinates media coverage for home sports events;
4. Coordinates the radio broadcast crew for home and away sports events and provides content for radio announcements;
5. Coordinates/sets up live streaming equipment for all home sports events, including securing camera operators/producers and is the director/main point of contact of all live streams;
6. Manages the press box and coordinates scoreboard graphics at home football games;
7. Creates and manages game-day promotions for sports events;

# POSITION ANNOUNCEMENT

POA#: 1150

8. Handles all media requests for the sports programs and student-athletes in collaboration with the Vice President for Public Information;
9. Provides content for and maintains all portions of the sports website; Provides timely content for the college-wide sports social media accounts;
10. Creates video features and interviews to enhance game coverage and for website and social media content;
11. Compiles records and statistics, using programs such as PrestoStats or other software, and completes the necessary reports for the National Junior College Athletic Association (NJCAA), Mississippi Association of Community Colleges Conference (MACCC), and other organizations;
12. Prepares nominations for weekly sports honors;
13. Develops relationships with local and statewide media, the MACCC commissioner and SID, and SIDs at other MACCC colleges;
14. Takes photographs at sports events and activities;
15. Hires, trains, and assigns student workers to assist with sports gameday operations including live streams;
16. Travels with the sports teams to away contests, when required;
17. Assists, when necessary, the other Office of Public Information staff in general, non-sports-related promotion of the college; Work is performed during normal business hours and includes substantial evening and weekend work; and
18. Performs other duties as assigned by the Vice President for Public Information.

## APPLICATION DETAILS

Application Deadline      OPEN UNTIL FILLED

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

\*E-Verify