UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Sports Information Specialist

Working Title: Sports Information Specialist
Hayes Hill Title/Level: Associate Media Specialist
Type of Appointment: 100%, 12-month appointment
Position Reports To: Sports Information Manager

Position Summary:
The Sports Information Specialist reports to the Athletics Program Manager (APM) and will lead the sports information operations of UW-Superior Athletics. The position is responsible for assisting the Sports Information Manager with all facets of promotion of the Yellowjacket varsity and junior varsity athletic programs.

NCAA 15.4.5 Athletic Staff Involvement. Members of the athletic staff of a member institution shall not be permitted to arrange or modify the financial aid package (as assembled by the financial aid officer or financial aid committee) and are prohibited from serving as members of a member institutions financial aid committees and from being involved in any manner in the review of the institutional financial assistance to be awarded to a student-athlete.

As an athletics department staff member, it is impermissible to discuss specifics concerning a student/athletes financial aid package with any individuals or departments (e.g., financial aid, admissions) involved in determining the financial aid awards for students.

Duties and Responsibilities:
• Maintain the university’s athletics web site under the direction of the APM.
• Produce game programs for all Yellowjacket home athletic events.
• Coordinate and oversee the online streaming of all Yellowjacket home athletic events.
• Coordinate and oversee the live statistics platform for all Yellowjacket home athletic events.
• Write in-game public address scripts for all Yellowjacket home athletic events.
• Compile and disseminate all athletics statistics following all Yellowjacket sporting events to local, regional, and national media outlets.
• Assist APM with the coordination of all athletic promotional events, including sponsor-driven theme nights and in-game promotions.
• Assist APM with historical records for keeping and updating team record books, photo archives, and video archives.
• Assist APM with the development and integration of athletics social media plan.
• Nominate student-athletes for conference and national awards.
• Complete mandatory trainings and professional development opportunities.
• Other duties as assigned by the primary and secondary supervisors.

Knowledge, Skills, Ability:
• Ability to organize work flow and coordinate activities.
• Ability to prioritize and work on multiple projects simultaneously.
• Strong interpersonal skills and the ability to work effective with a wide range of constituencies in diverse settings, both on campus and in the community.
• Ability to demonstrate effective communication skills, both written and verbal.
• Skill in operation of modern office machines, communication tools, equipment, computers, and relevant software.
• Skill in basic desktop publishing and basic web site management.
• Knowledge of StatCrew programs

**Minimum Qualifications:**
• Bachelor’s Degree
• One or more years of experience working in collegiate athletics

**Preferred Qualifications:**
• Experience with SideArm website platform, Adobe Creative Suite, and video editing