

Assistant Athletic Director, Sports Information
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=261694>

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Posted Aug. 28, 2025, set to expire May 10, 2026

Job Title	Assistant Athletic Director, Sports Information
Department	Administration
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing Athletics
Job Website	https://jobopps.alcorn.edu/postings/7743
Apply By Email	
Job Description	

The incumbent is responsible for all aspects of electronic media and production and sports information related to the college's intercollegiate sports.

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Knowledge Skills and Abilities

Knowledge of NCAA rules and regulations

Knowledge of trends, techniques and strategies related to sports information

Proficient computer skills, automated scoreboard statistical scoreboard statistical software packages preferred

Excellent communication skills, verbal, written and interpersonal

Ability to effectively communicate with the media

Ability to write, edit and/or develop articles, reports and publications

Ability to effectively supervise student personnel

Ability to travel as needed to cover athletic events

Ability to accurately prepare and maintain records and reports

Ability to represent the ASU athletic department in the areas of fundraising efforts, home game events and within the university's daily operations

Essential Job Functions

Responsible for the daily promotion of athletic teams

Produce and manage content on official Alcorn Athletics social media sites

Production of weekly press releases for each in-season sport

Maintenance of statistical data for all sports

Maintenance of historical records and data for all sports

Develops daily and weekly contacts with local media

Hires and supervises clock operators, statisticians, student worker, public address announcers, etc. for select sports

Produces game day programs and maintains Athletic Web site.

Serve as primary media contact for all sports

Compile statistics for all in-season sports following events

Supervise staff to provide game management for all sports

Compiles and publishes Athletic Department Fact Sheets

Coordinates and promotes athletic events on campus and in the community via use of social media.

Other Duties: Other related duties as assigned.

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Qualifications

Bachelor's degree in a relevant field

General journalism and competent photographic skill preferred

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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