

Assistant Athletic Director, Sports Information Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=261694
Downloaded On: Nov. 19, 2025 8:54pm
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.

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



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- 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.

Qualifications

- Bachelor's degree in a relevant field
- General journalism and competent photographic skill preferred

Contact Information



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Contact

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