



Notice of Vacancy

SPORTS INFORMATION DIRECTOR (Part-Time)

Office of College Advancement & Public Relations

This part-time position manages all aspects of sports information relating to Mississippi Delta Community College's intercollegiate sports. This position reports directly to the Associate-Vice President for Public Relations & College Advancement. Duties may be added, deleted and assigned based on management discretion and institutional needs. The following duties are customary for this position, but are not to be construed as all-inclusive. The Sports Information Director will:

- Serve as the Public Relations agent for the Athletics Department in the role as Sports Information Director
- Prepare media releases to communicate with the general public news and information about the athletics program and teams
- Maintain all portions of the athletics website and social media
- Coordinate and develop all statistical information for sports teams for distribution
- Serve as a photographer for athletic team & individual photos
- Perform other duties as assigned by the Associate Vice-President of Public Relations & College Advancement

Essential Functions

- Ability to write, edit and/or develop articles, reports, and publications
- Ability to work evening and weekends in preparation for and during athletic events; Also includes travel to athletic events on the road
- Ability to handle multiple tasks simultaneously

Qualifications

Applicants must hold the minimum of an associate degree and have at least three years of related job experience. Preference may be given to applicants with:

- A master's or bachelor's degree in Journalism, Marketing, or Communications (or related field)
- Documented work experience in College Athletics and Marketing

Application Procedures

Applicants must submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (on-line application)
<https://msdelta.formstack.com/forms/applicationforemployment>
2. **Official** College Transcript(s)
3. Current Resume
4. Consent Form

Application Deadline: until filled

Position Classification: part-time, at-will staff position

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.