



POSITION NUMBER: 3830

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Director, Media Relations
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Relations or a related field from an accredited institution as approved and accepted by the University of South Alabama and five years of sports communications and promotion experience. A Master's degree and experience with a collegiate football program is preferred.

ESSENTIAL FUNCTIONS: Provides adequate and appropriate publicity for all intercollegiate athletic activities; assists the Director of Athletics with the department's public relations efforts; oversees the printing and production of all athletic publications in accordance with the requirements of all individual sports; maintains Athletics website; attends events which may require working evenings and weekends; maintains the press row and press box at all home events; serves as liaison with a opponent's sports media officers; travels and represents the University of South Alabama at out-of-town events and meetings which could require overnight and weekend stays; maintains statistics, results, and records on teams, athletes, contests, and coaches and reports them to the Conference as well as other appropriate associations and offices; prepares press releases using a variety of software to include MS Word, Stat Crew, Dreamweaver, and Photoshop; maintains contact with national, regional and local media; maintains current biographical, pictorial, and statistical data concerning each team's athletes and coaches; supervises lower level staff to include assigning duties; approving time-off, signing timesheets, preparing evaluations, and handling disciplinary issues; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Athletics
Main Campus

OPEN AS OF: June 4, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER