Employee's Name: ___________________________ AIS ID: ___________________________

Position Information:

Position Title: Athletic Communications Associate (Sports Information Director) Position #: ___________________________

Department: Intercollegiate Athletics

This position is: ___ Administrative/Professional Staff (A/P)

___ Civil Service Staff

Reason for Position Description

___ New Position

___ Existing Position Duties Revised

___ Newly Hired Employee

___ Requested by HR for State Universities Civil Service System Compliance

Action Requested:

___ Review for Appropriate Title/Classification

___ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED

___ Other: ___________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:

Signature ___________________________ Print Name ___________________________ Date ___________________________

Supervisor:

Signature ___________________________ Print Name ___________________________ Date ___________________________

Dean/Director:

Signature ___________________________ Print Name ___________________________ Date ___________________________

Vice Chancellor:

Signature ___________________________ Print Name ___________________________ Date ___________________________

Chancellor/President:

(If required)

Signature ___________________________ Print Name ___________________________ Date ___________________________

FOR HR USE ONLY

DER Approval: ___________________________ Date: ___________________________

Title Code: ___________________________ EEO Code: ___________________________ Job Code: ___________________________ FLSA: ___________________________

IPEDS: ___________________________ Security or Safety Sensitive: _______
Please provide the information requested directly on this document. If space available is inadequate, attach additional sheets.

1. DUTIES AND RESPONSIBILITIES. List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. The most important item should be listed first.

Serves as program’s primary liaisons with the media at national, regional, local and on campus levels. This position acts with considerable autonomy as spokesperson on a wide variety of matters ranging from routine press releases to sensitive and confidential matters involving student-athletics and staff. This position writes, designs, and edits publications as well as prepare press releases previewing competitions and events competitive results and story lines and other program information with very little supervision and exercises discretion and independent judgment.
2. ORGANIZATIONAL STRUCTURE. Please attach a current departmental organizational chart.

3. HUMAN RESOURCES FUNCTIONS.

3.1. Specify the number of employees reporting directly to this position. (If applicable)
   Head Count: 0           FTE: 0

3.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees:
   Head Count: 0           FTE: 0

4. PRINCIPAL CHALLENGES. Describe the nature and variety of the most complex problems that are faced by this position.

   Releases and publications fall with administrative policies and guidelines defined by the NCAA, MVC and SIU as well as governed by state and federal law. The Athletics program is among the most highly visible programs in the University and is under constant scrutiny by faculty, staff, students, alumni, boosters, mediate and the local community. A strong understanding of applicable policies and procedures is required to avoid potential issues that would have dire consequence if responsibilities were not executed properly and in a timely manner.

5. POSITION SCOPE. Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

5.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, e.g., fiscal officer, delegated fiscal officer, makes recommendations, etc. (If applicable. Typically for AP positions or Civil Service custom classes.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Responsibility of Position for Item Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

hro1020
01/21
Page 3 of 4
5.2. Other scope measurements pertinent to this position, e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.

<table>
<thead>
<tr>
<th>Item</th>
<th>Number/Amount</th>
<th>Responsibility of Position for Item Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. QUALIFICATIONS. Minimum education and work experience (including years) to qualify for position: For AP or custom classifications ONLY.

Bachelor's Degree and 1 (one) year of experience in sports writing and sport publicity required. Master's Degree may be substituted for 1 (one) year of work experience.

7. OTHER. Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

This position requires significant night and weekend at-event work in addition to regular office production duties. Strong written and oral communication skills. Strong knowledge of professional video production software.