

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Sports Information Director
Athletics
Regular Full-Time Position
Position Number 330000**

General Description

The Director is primarily responsible for developing and administering the flow of sports news about the University to the media.

Primary Duties and Responsibilities

- Prepare news releases for local newspapers and radio stations; primary, secondary and extended newspapers (metropolitan, dailies, weeklies), radio stations, wire services and TV stations; hometown news media of student athletes; hometown news media of athletic staff and sports guests of the University; and state, national and international magazines.
- Respond to statistical and other report requirements for the NCAA, OVC, intercollegiate opponents, various periodicals, journals and magazines, major television networks, national wire services and other print and electronic.
- Prepare and design media guides, official game programs or necessary information about 15 university intercollegiate teams.
- Respond to media requests for specific news articles, fax material, photography sessions, radio interviews and actuaries, TV segments and features for publications.
- Responsible for all radio, television, newspaper advertising for promotion of season-ticket and individual game promotions.
- Provide pre-game statistical information and notes plus any other data the media requires in cumulating the ball games at the University.
- Assist the Director of Athletics in the publicizing of athletic events.
- Arrange for media, scouts, statistical and support staff, (clock operator, 25-second clock operator, public address), photographers, film crews and guests at press box in football or press row in men's and women's basketball and similar staffing for the other 12 sports at home contests and necessary staffing at away contests.
- Generate bid information for APSU radio broadcast rights and overseas management of APSU network.
- Responsible for APSU Athletics Web site management, in particular information disseminated.
- Responsible for arranging and distributing photographs with cut lines for newspapers, wire services, magazines and related media outlets.
- Photographer for APSU events; concerts, Golf Classic, etc.
- Publicity liaison between Governors Club, APSU athletics booster club and media.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.

Essential Functions continued

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively coordinate events and programs with the media.
- Ability to make frequent trips to locations outside of the University area.
- Knowledge of requirements to be in compliance with all NCAA and OVC rules related to this position.
- Ability to write, edit and/or develop articles, reports, and publications.
- Ability to organize and coordinate athletic events.
- Ability to accurately prepare and maintain records and reports.
- Ability to work evening and weekends in preparation for and during athletic events.

Required Minimum Qualifications

- Bachelor's degree in Journalism or related field.
- Five years of successful experience, preferably in higher education.
- A background check will be required of the successful applicant.

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