

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 Coordinator
Athletics
Regular Full-Time Position
Position Number 329010**

General Description

The Sports Information Coordinator reports to the Sports Information Director and is responsible for various marketing and promotional tasks for athletic events, assisting with sports releases, statistical data and publications.

Primary Duties and Responsibilities

- Assist the Sports Information Director in the day-to-day operation of the Sports Information Office.
- Promote a positive image, both internally and externally, of the University's 15-sport NCAA Division I athletics program through press releases, publications, web pages and various media outlets.
- Research and write copy for external releases and publications.
- Edit and proofread news releases and special publications.
- Field calls from sports media and general public concerning athletics.
- Coordinate media interviews via print and electronic outlets.
- Serve as liaison and initiate contacts with media to promote athletics program.
- Travel to sports events as assigned.
- Coordinate assignments for student staff.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, desktop publishing, 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.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Knowledge of requirements for compliance with all NCAA and OVC rules related to the responsibilities of this position.
- Ability to efficiently use statistics and statistical programs (StatCrew).
- Ability to effectively coordinate events and programs with the media.
- Ability to travel to locations outside of the University area.
- 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 nights and weekends in preparation for and during athletic events.
- Ability to follow AP style guidelines.

Required Minimum Qualifications

- Bachelor's degree in journalism, public relations or related field.
- Two years of experience in sports information (one year may be as an intern or graduate assistant), daily newspaper or sports public relations.
- Experience in computer word processing, printing and publications design.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Knowledge of all areas of sports journalism work, including television, radio and print media, release and feature writing skills.
- Experience in event coverage and as a media liaison.
- Experience with HTML, FTP and other WWW tools.

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