**PROPOSED TITLE:** Administrative Assistant  
**APPROVED TITLE:**

**DEPARTMENT:** Athletics: Media Relations

**SUPERVISOR:** Assistant AD Media Relations  
**DATE PREPARED:**

**PROPOSED GRADE:** 09  
**FLSA:** Exempt  
**NON-EXEMPT**  
**EEO:** 50

**APPROVED GRADE:**  
**Date Approved:**

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**POSITION DESCRIPTION**

**POSITION SUMMARY:**
Performs a variety of functions in assisting the Assistant Athletic Director for Media Relations in carrying out the department’s administrative activities

**QUALIFICATIONS:**

**Knowledge, Skills, Ability**
- General knowledge of office management techniques.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Netscape and E-mail). Some experience in Quark helpful.
- Ability to type 50 wpm.
- Ability to demonstrate effective communication skills both orally and in writing.
- Ability to analyze and interpret policy and procedural questions.
- Ability to research and resolve office management problems and questions.
- Ability to organize workflow and coordinate activities.
- Ability to prioritize workload.
- Valid NC Driver License with good driving record; must be insurable.
- Ability to work evening and weekend athletic events as needed.

**Physical Requirements**
Light work. Balancing, stooping, kneeling, reaching, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions. Close visual acuity. Subject to both inside and outside environmental conditions; subject to noise.

**ESSENTIAL FUNCTIONS:**
- Serves as office receptionist, receives visitors, and provides members of the media with information, as directed, while retaining confidentiality of in-house information.
- Orders and maintains an inventory of office supplies.
- Remains current and complies with all University, ACC and NCAA rules and regulations related to Media Relations Office operations.
- Updates and edits statistical information for football and basketball media guides.
- Responsible for processing football and basketball media credentials. Coordinates with Pro Scouts regarding press credentials.
- Responsible for preparing media information for game day operations in football and basketball.
- Assists with supervision and coordinates payroll functions of student workers and temporary employees.
- Assists at home athletic events as assigned. Supervises temporary employees to ensure game day operations are accurate and functional.
- Assists in press operations for ACC and NCAA athletic events hosted by Wake Forest.
• Responsible for compiling, writing, and editing intercollegiate sports annual report on statistics, student-athletes accomplishments and honors for availability to the Director of Athletics for the Annual Report to the President.
• Coordinates the distribution of weekly press releases and maintains media mailing lists. Assists in coordinating and distributing photography.
• Responsible for proofreading media guides, game programs, and other publications as requested.
• Responsible for compiling and publishing fall and spring sports composite schedules. Prepares letters, reports, records and materials for publication and utilizes initiative and judgment to plan, organize and set-up documents in final form.
• Establishes, revises and maintains files, photo storing and labels CD’s.
• Maintains files of current and past athletes.
• Serves as office liaison with the athletic department information systems office for maintenance of office equipment.
• Coordinates media relations’ activities with the University’s Public Affairs Office, and other offices on campus including Alumni/Development and President’s Office.

**OTHER FUNCTIONS:**
• Coordinates with local and national media for student-athlete and team information.
• Provides information and communicates daily with administrative and athletic staff on requested information.
• Compiles and provides annual sports summary reports for the Director of Athletics.
• Communicates with the ACC office representative to provide statistical information and updated records.
• Serves as liaison with photocopier vendors in providing media relations’ copiers for home football and home basketball game day press operations at Groves Stadium and LJVM Coliseum.
• Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITY:**
Assists in providing training, work direction and problem solving assistance for student workers and temporary employees.

**AUTHORITY/ACCOUNTABILITY:**
Works under general supervision.
Reports and summaries for Assistant Athletic Director, Media Relations.
Knowledge of ACC/NCAA regulations regarding Media Relations
Accountability for accuracy of student and temporary payroll time cards.

**PROBLEM SOLVING:**
Solves problems associated with managing the Media Relations Office and providing support for various departments.