



POSITION DESCRIPTION

PROPOSED TITLE: Administrative Assistant		
APPROVED TITLE:		
DEPARTMENT: Athletics: Media Relations		
SUPERVISOR: Assistant AD Media Relations	DATE PREPARED:	
PROPOSED GRADE: 09	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	EEO: 50
APPROVED GRADE:	Date Approved:	

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:

Education, Experience and Training

High school diploma plus specialized training with three years related experience, or an equivalent combination of education and experience.

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.