

## Conference Sports Information Director

The Appalachian Athletic Conference is seeking to fill the position of Conference Sports Information Director effective June 2010. The part-time position is described below. The Conference SID is an agent of the Conference, as defined in the AAC Constitution and Bylaws, and reports to the Commissioner. A bachelor's degree and experience in collegiate sports information and website management are prerequisites. Interested individuals should send a completed resume along with references to:

John Sullivan, Commissioner  
Appalachian Athletic Conference  
P.O. Box 19371  
Asheville, NC 28805

### Duties and Responsibilities

- Statistics
  - Coordinate with member SIDs to insure timely, accurate reporting of rosters and photos, contest statistics, scores and results
  - Collect weekly statistics, records and pertinent information from member institutions and compile in accordance with NAIA guidelines and requirements.
  - Distribute to Conference institutions and to the NAIA national office statistical information required by the NAIA or AAC
  - Compile and maintain 'All Time' stats for the AAC
- Awards
  - Provide a means for the selection and announcement of AAC player(s) of the week for all sports.
  - Administration of the AAC Player of the Week programs, and the submission of AAC selections to the NAIA
  - Coordinate with sport chairs to insure timely selection, notification, and announcement of All-Conference Awards
  - Coordinate publicity for other Conference honors and awards, e.g., AAC Champions of Character Awards
- Media Relations
  - Initiate and maintain contact with local media identified by the Conference institutions through their AD or SID
  - Issue press releases concerning Conference athletic activity including, but not limited to, results of athletic contests, Conference standings and statistics, AAC players of the week, All-Conference awards
- Maintain all aspects of the AAC website
  - Screen articles posted on the website to insure they conform to current AAC posting policies
  - Insure that stats/records/scores are kept up to date
  - Conference Awards are posted in a timely manner
  - Post-season brackets are posted
  - Create and maintain AAC All-Time records and stats web-pages
- Chair the AAC SID Committee
  - Submit recommendations of the Sports Information Directors Committee to the Commissioner

- Attend semi-annual meetings of the CAA/FARs and present a report as requested by the Commissioner
- Post-Season
  - Coordinate the production of any AAC post-season tournament programs
  - Coordinate SID coverage for all Conference Championships
  - Serve as SID for any NAIA Championships hosted by the AAC
- Other duties as assigned by the Commissioner