



WEST VIRGINIA STATE UNIVERSITY

Sports information Director

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Sports Information Director is responsible for all aspects of the Sports Information Office, including all statistics, webcasts, news releases, and the website. The Sports Information Director serves as the primary liaison between athletics, campus, the community, and media. The position will require evening and weekend work on a consistent basis during the academic year.

Responsibilities for the Sports Information Director

- Serve as a key member of the Athletic Leadership Team and acts as a key decision maker in the planning and implementation of WVSU Athletic operations and policies.
- Serve as a key voice in the hiring of all head coaches, serving on search committees and providing valuable feedback.
- Hire, train, supervise, and mentor the Assistant Sports Information Director
- Provide leadership and training for graduate assistants and student staff.
- Setup and preparation for all game day operations related to Sports Information
- Timely preparation and distribution of athletic contest statistics, including but not limited to:
 - Team and individual performance statistics.
 - Prepare and maintain accurate data sets, photo files, and data for historical purposes.
- Planning, coordination, preparation, and distribution of all of athletic publications, including, but not limited social media, media guides, weekly releases, special news spots, game results, posters, banners, etc.
- Maintain the athletic department web site and all social media accounts.
- Coordinate WVSU Athletics live webcasts, including work with outside vendors as needed.
- Serve as the primary media liaison between WVSU Athletics and the sports media.
- Prepare and issue public relations and media pieces to support and promote the athletic department and athletic events.

- Respond to information requests from news media, conference offices, NCAA, and other sports information officers, in an accurate and timely manner.
- Provide support for all radio, television, newspaper advertising representing WVSU Athletics in conjunction with the Director of Marketing.
- Assist with athletics department goals to strengthen the bond between the University and the community by marketing, promoting, and communicating community engagement activities and positive game environment initiatives.
- Coordinate as required and requested with the Mountain East Conference office, the NCAA, and other outside entities with regards to WVSU Athletics statistics, branding, and other related areas.
- Maintain working knowledge of all WVSU Athletics technology, including scoreboards, video boards, and similar equipment.
- Participate in all WVSU Athletic Department staff meetings and training as requested
- Provide support to WVSU Athletics in game and event management, facilities management, and other areas as requested.
- Communicate with and provide appropriate requested information to coaches and athletic leadership team
- Maintain effective, professional working relationships with other WVSU offices and personnel

Requirements for the Sports Information Director

- Bachelor's degree required, Master's degree preferred
 - Significant work experience may be substituted for degrees
- 3 years' experience in Sports Information at the college level
- Experience as a Head Coach, Director, Assistant Director, or other leadership role in a college athletic department is preferred.
- Ability to multitask and manage multiple projects simultaneously
- Exceptional attention to detail and organizational skills to produce complete and accurate work and manage production activities
- Demonstrated critical thinking, time management, and ability to troubleshoot complex issues
- High level of ability to work independently and prioritize work assignments
- Advanced computer proficiency, including Microsoft Office products, website development, video board software, and necessary statistical software packages
- Successful candidate must complete and pass a background and DMV check

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

To Apply:

First consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by April 10, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu