



JOB DESCRIPTION

TITLE: Sports Information Coordinator
DEPARTMENT: Athletics
REPORTS TO: Director of Athletics
SUPERVISES: None
SALARY: \$10,000.00-\$12,000.00
CLASSIFICATION: Administrative Staff
F.T.E: Part-Time
DATE REVIEWED: August 2025

ABOUT VILLA MARIA COLLEGE:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo, a metropolitan area known for its affordability, four seasons, and for being the “City of Good Neighbors”.

MISSION STATEMENT:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

Diversity Equity, Inclusion & Belonging Statement:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

OUR CORE VALUES:

“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need.”

POSITION SUMMARY:

The Coordinator is primarily responsible for developing and administering the flow of sports news and information about the college to the public and the media. The position is also responsible for keep game statistics and uploading them to the Vikings and Conference websites. The position will also assist with game day operations for all sports.

ESSENTIAL RESPONSIBILITIES:

- Prepare news releases for local newspapers and radio stations; primary, secondary and extended newspapers (metropolitan, dailies, weeklies), radio stations, wire services and TV

stations; hometown news media of student-athletes; hometown news media of athletic staff and sports guests of the college; and state, national, and international magazines as needed.

- Respond to statistical and other report requirements for the USCAA, intercollegiate opponents, various periodicals, journals and magazines, major television networks, national wire services, and other print and electronic means.
- Prepare and design media guides, official game programs, or necessary information about the college intercollegiate teams.
- Respond to media requests for specific news articles, fax material, photography sessions, radio interviews and actuaries, TV segments and features for publications.
- Provide pre-game statistical information and notes plus any other data the media requires
- Assist the Director of Athletics in the publicizing of athletic events and fundraisers.
- Assist the Athletic Director in overseeing the media, scouts, statistical and support staff (e.g., clock operator, 25-second clock operator, public address), photographers, film crews, and guests at events).
- Responsible for Villa Vikings Athletics website management, in particular information disseminated, as well as management of athletic related social media.
- Responsible for arranging and distributing photographs with cut lines for newspapers, wire services, magazines and related media outlets.
- Serve as photographer for certain athletic functions like events and the website.
- Perform other job-related duties as assigned.
- Assist the Athletic Director with oversight of game day operations for all sports.
- Knowledge of USCAA program, working knowledge of USCAA rules and regulations.

ESSENTIAL QUALIFICATIONS:

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and Stat Crew, Side Arm Administrative software, etc.
- 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 college community, and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively coordinate events and programs with the media.
- Ability to write, edit and/or develop articles, reports, and publications.
- Ability to organize and coordinate athletic events.
- Ability to work evening and weekends in preparation for and during athletic events
- Bachelor's degree required.
- 2 years of successful experience, preferably in higher education.
- Must be able to work in the evenings and on weekends throughout the season and off-season.
Must be able to drive for the College.

ESSENTIAL FUNCTIONS:

- General office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS OF WORKING AT VILLA:

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.