AUBURN
Human Resources

Spec III, Ath Media Relations

Job Description

JOB INFORMATION

Job Code	BB25C
Job Description Title	Spec III, Ath Media Relations
Pay Grade	MC09
Range Minimum	$53,610
33rd %	$64,330
Range Midpoint	$69,700
67th %	$75,060
Range Maximum	$85,780
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	8/11/2025 9:42:57 AM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Media Relations

JOB SUMMARY

Assists in the oversight of media and public relations and sports information functions within the Athletic Department.

RESPONSIBILITIES

- Assists in directing publicity operations to include, but not limited to, issuing press releases, arranging and conducting teleconferences with coaches, and arranging interviews for players and coaches with the media.
- Coordinates game-day operations to include the issuing of press credentials, preparing game notes, supervising the official stat crew and student assistants, and arranging post-game reports.
- Maintains historical files and records for athletic activities/personalities.
- Travels with teams to act as press liaison.
- Researches, compiles, writes, and designs promotional/informational brochures, articles, pamphlets, etc.
- May assist with the coordination and/or promotion of special events.
- Updates and maintains the athletics website for assigned sports.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Public Relations, Communications, Journalism, or related field	and	4 years of	Experience in public relations, media relations, and/or communications services.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.