JR13513 Coordinator, Sports Information

University of British Columbia
Athletics and Recreation
Full Time | Ongoing | Vancouver Campus

Job Summary
The Coordinator, Sports Information is responsible for the coordination of all conference and national sports information / statistical requirements as per the rules and regulations of Canada West, U SPORTS and the NAIA. This position’s responsibilities also include assisting with written game previews and recaps, feature stories highlighting our programs and UBC Thunderbirds website general maintenance and communications.

The Coordinator, Sports Information needs to have a strong understanding or ability to quickly grasp score keeping / stats notation and the stats programs used during live games across several sports along with the ability to train and oversee a small staff of student employees. In collaboration with the Senior Manager, Communications and Media Relations, the incumbent works to establish and maintain strong public and media relations as they relate to the UBC Thunderbirds.

This position requires the ability to work non-standard hours including evenings and weekends (e.g. attending and supporting at identified home games).

Organizational Status
Athletics & Recreation (A&R) is a department within the VP Students portfolio, with a strong focus on creating an exceptional UBC student experience. The A&R Department has a team of approximately 125 employees, and is led by a strong cross-unit management team. It services over 60,000 students through recreational programming, 26 varsity teams, and 13 competitive clubs along with thousands of members of the UBC community.

The Coordinator, Sports Information reports to the Senior Manager, Communications and Media Relations. Works closely with coaches/varsity staff and with other department facility managers/COORDINATORS, staff and other campus stakeholders.

Work Performed
COMMUNICATIONS AND SPORT INFORMATION
- Responsible for ensuring that all conference and national sports information / statistical requirements are met as per the rules and regulations of relevant and applicable regulatory bodies and jurisdictions.
- Performs scorekeeping and stats notation during live games across several sports.
- Responsible for writing, editing and producing communications content as assigned.
- Gathers, catalogs, organizes and archives information related to UBC Varsity teams, including statistics, awards, sports records, media clippings and photos.
- Manages and oversees the statistical information on the UBC Thunderbirds website and Thunderbirds social media outlets, ensuring that the information is up to date with scores, schedules, historical records and current team rosters. Responsible for the ongoing maintenance and updating of the UBC Sports Hall of Fame website.
- Responsible for production of annual team programs and game day fact sheet (Birdscoops).
- Assists with the promotion of UBC Thunderbird teams, athletes, and coaches through feature stories, news releases and post-game reports.
• Initiates award nominations and applications.
• Supports department events, including the Thunderbird Scholarship Breakfast, Big Block & Hall of Fame.

STAFF MANAGEMENT
• Responsible for the recruitment, hiring, training, management and evaluation of a small group of student staff who act as Varsity Games Statisticians.
• Liaises with Career Services to obtain Work Learn positions. Delivers on all requirements of work learn positions.
• Administers onboarding procedures and submits payroll.
• Ability to plan, develop, and monitor work schedules to ensure efficient use of personnel.
• Mentors student staff and enhances professional development opportunities.

OTHER
• Plays an active role in furthering A&R’s vision and values through communication and staffing initiatives.
• In collaboration with the Senior Manager, Communications and Media Relations, coordinates media interview requests with student-athletes, coaches or department personnel, as required.
• Collaborates with Senior Manager, Communications and Media Relations in the further development of new media and multi-media initiatives; including the areas of video (preview, highlights, features), interactive media and other projects.
• Attends meetings, staff training retreats and completes other tasks and duties as necessary.
• As required, travels with teams to provide athletic media relations functions as well as, producing statistical and game reports.

Consequence of Error/Judgement
This position requires a high degree of judgment, tact, discretion and initiative. The work and decisions of the Coordinator, Sport Information has a direct and critical impact on the reputation and effective operation of the Athletics & Recreation Department. Poor decisions or judgment will result in damage to the department reputation, student athletes, varsity teams, coaches and UBC’s standing within the community at large. All information must be accurate and provided in a courteous, respectful, timely and supportive way.

Supervision Received
The Senior Manager, Communications and Media Relations provides guidance and direction to the position, but the execution and decision making of the responsibilities are solely that of the Coordinator, Sports Information. Due to the magnitude of the program, staff are empowered to execute their responsibilities and work independently.

Supervision Given
Responsible for recruiting, interviewing, selecting, training, supervising, and evaluating the communications student staff.

Minimum Qualifications
Undergraduate degree in a relevant discipline. Minimum four years of related experience, or the equivalent combination of education and experience.
Preferred Qualifications
• Strong leadership, organizational, planning and time management skills are required.
• Demonstrated self-starter.
• Proven oral and written communication and editing skills.
• Strong command of the English language and writing skills.
• Demonstrated accuracy and strong attention to detail.
• Strong understanding or ability to quickly grasp scorekeeping and stats notation during live games across several sports.
• Ability to exercise judgement, tact, confidentiality and discretion when dealing with sensitive matters.
• Ability to take initiative, analyze problems, identify key information and issues, and effectively resolve them.
• Demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a fast-paced environment.
• Ability to train and oversee a small staff of student employees.
• Strong interpersonal and relationship management skills.
• Ability to work effectively independently and in a team environment, and to bring energy, motivation and enthusiasm to the job.
• Proficiency with Microsoft Office (Word, Excel, and Powerpoint) is required.
• Proficiency with Adobe Suite programs (e.g. Photoshop, Premiere Pro, InDesign) an asset.
• Knowledge of Apple and PC computer systems; proficiency with StatCrew / Daktronics statistical systems an asset.
• Sport specific knowledge of varsity sports sponsored by UBC is an asset.
• Previous experience in a live sports environment is an asset.