



POSITION ANNOUNCEMENT

Job Title: Assistant Sports Information Director
Department: Athletics
Reports To: Sports Information Director
Shift/Hours: 40 hours per week
Date Prepared: June 29, 2020

SUMMARY

This position is responsible for assisting with all aspects of sports information and marketing for the department, specifically focusing on intercollegiate athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the main Sports Information Director for the athletics program to report news, scores, statistics, and other information to media outlets and conference offices as needed.
2. Assists with all sports information staffing needs at assigned home events.
3. Assists with developing game programs for assigned home sporting events.
4. Oversees the in-game live production video at assigned home sporting events.
5. Responsible for statistical compilation for each assigned team including game, season and career statistics.
6. Assists in promoting special events and recognition activities for intercollegiate athletics (Senior Days, Women in Sports Day, etc.).
7. Assists the Sports Information Director in the implementing Athletics marketing & promotional initiatives in support of the department.
8. Aids in the production of all athletic public relations materials, including press releases and graphics.
9. Updates and maintains the department's website.
10. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE

Bachelor's degree; two years' experience in an athletic communications office; or equivalent combination of education and experience.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.