



## **SPORTS INFORMATION COORDINATOR – GRADUATE ASSISTANT POSITION ATHLETICS DEPARTMENT**

### **POSITION SUMMARY:**

The part-time Sports Information Coordinator is primarily responsible for developing and administering the flow of sports news and information about the college to the public and the media, and to assist with game day operations for all sports. This position supervises work-study students. It is a 10 month position beginning August 1, 2022 and ending May 31, 2023.

### **ESSENTIAL RESPONSIBILITIES:**

- Ensures accurate preparation and dissemination of information about Villa's athletic teams using media releases, video content, photographs and graphically designed images, the villavikings.com website and social media platforms;
- Create, edit, update and post content on the villavikings.com website, including, but not limited to, game stories, statistics, images, rosters, player and coach biographies and game schedules;
- Produce creative and engaging content including videos, graphically designed images and motion graphics for publication across various platforms;
- Facilitate and oversee all social media platforms related to the Division of Athletics, and track analytics dedicated to those accounts;
- Meets regularly with head coaches to ensure communication plans fit their respective visions for their programs;
- Ensures accurate compilation of reports, records and statistics for the USCAA and conference offices
- Responsible for communicating with and soliciting media for event coverage and feature stories on student-athletes, teams and other division milestones and accomplishments; communicate regularly with media outlets; facilitates media requests for interviews and information;
- Assist with athletics-based tasks requested by the college's Marketing and Communications staff;
- Travel with select squads to postseason conference and USCAA competitions;
- Coordinates scorers table operations as needed;
- Contribute writings as needed for athletic recruitment brochures, game programs, electronic marketing and other college publications;
- Assist the production of live stats and live video streaming of home athletic events in conjunction with conference policies and standards;
- Assist in the completion and promotion of all conference and national award applications to recognize student-athletes and coaches for all intercollegiate athletics programs;
- Assist in the planning, coordinating and publicizing of special athletics promotions

- Assist with game management, including the supervision of Villa student workers;
- Assist with the enhancement of Villa Athletics branding; promote and strengthen the brand through messaging, marketing and promotions;
- Other duties as assigned.
- Maintain the confidentiality of all confidential and proprietary information (including but not limited to student personal information, student grades, employee personal information, etc.)
- Operates the program under the rules and regulations of the College, the USCAA, and the HVIAC; understanding that an employee can be suspended for a period of time without pay or terminated if found to be involved in significant or repetitive violations of USCAA regulations;
- Performs other duties as assigned by the Director of Athletics.

### **ESSENTIAL QUALIFICATIONS:**

- Bachelor's degree required.
- 2 years of successful experience, preferably in higher education, preferred.
- Must be able to work evenings and weekends throughout the season and off-season.
- Must be able to drive for the College.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and Stat Crew, Side Arm Administrative software.
- 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

### **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.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in 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.*

**TO APPLY:**

Please complete the online job application at [jobs.villa.edu](http://jobs.villa.edu), and submit a cover letter and resume, as attachments. Completed applications are forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

**VILLA MARIA COLLEGE INCLUSION 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.*