

NOTICE OF VACANCY

Assistant Sports Information Director

July 27, 2022

STARTING DATE: August 2022

SALARY: \$25,000.00

OVERVIEW:

The Science & Arts athletic department is seeking an Assistant Sports Information Director. In this position the Assistant SID, in partnership with the SID, will be responsible for the management of the University's comprehensive athletic public relations programs through various channels of the media. The Assistant SID will be responsible for the oversight of the distribution of game statistics reporting and assist in the production of department publications.

The position requires the ability to work an irregular work schedule, including evenings, weekends, and holidays. The Assistant SID reports to the Sports Information Director.

RESPONSIBILITIES:

Assist in supervising all Sports Information support staff for all home athletics contests. Secure necessary arrangements for media, officials, statisticians, and other press box personnel for home games.

Promote the institutions 13 NAIA sports as part of the athletics program.

Assist the Sports Information Director in the preparation and distribution of athletic contest statistics, including team and individual performance statistics. Assist in preparing and maintaining accurate statistical data, photo files, and other student information. Assist in the planning and coordination of the preparation and distribution of athletic publications including news releases, sports brochures, program brochures, media guides, game results, and related publications for athletics.

Assist in updating the Drover Athletics social media pages and website with pertinent and engaging information, while interacting with page followers to positively promote Drover Athletics and student-athletes.

Adhere to University and NAIA policies and procedures.

Maintain confidentiality with office and department-related issues.

QUALIFICATIONS:

Bachelor's degree in a related field is preferred. Demonstrated skills and experience using computer software and sports statistics software is preferred, but not required. Excellent written, customer service, and oral communications skills are a must. Prior experience in print lay-out, desktop publishing, web page design and sport broadcasting is preferred. Experience in capturing/editing photo and video is not required, but it is preferred. Qualified applicants must possess excellent organization skills, attention to detail, and possess the ability to handle multiple tasks with frequent interruptions.

TO APPLY:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>), submit a letter of interest, curriculum vitae, and copies of transcripts to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office. Application review begins immediately and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.