

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Assistant Sports Information Director (part-time)

Preparation Date: 3/2017

Responsibilities:

The Assistant SID will assist the Sports Information Director in all areas of coverage for Wartburg's 20 varsity teams. Primary responsibilities include: maintaining the college's athletic website (www.go-knights.net), serving as the media relations contact for assigned teams/programs, writing game preview and recap stories, recording statistics at home contests, reporting those results in a timely manner to local, regional and applicable national media outlets, create and post content on the department's social media vehicles, assist with preparing the video and message boards for events and PA script writing. The ability to work nights and weekends is required and travel (mainly for post-season).

Qualifications:

- A bachelor's degree, previous experience in a sports information/athletic communication office and knowledge of Stat Crew Software are required.
- Strong communication and writing skills
- Knowledge of understanding sports and how to record statistics
- Knowledge of Adobe Suite

Compensation: \$12,000 for this 10-month appointment (mid-August-May). Renewable position after 1 year. Limited meal plan.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.