

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position: Assistant Sports Information Director – Intern**  
**Preparation Date: July 2021**

**Function of Position:**

Wartburg College of Waverly, Iowa is currently accepting applications for the position of Assistant Sports Information Director. Members of NCAA Division III and the American Rivers Conference, Wartburg sponsors twenty-three intercollegiate sports and features a tradition of excellence including 27 straight years of individual or team national championships as of 2021. The Assistant Sports Information Director is a 10-month internship will assist in all aspects of sports information for Wartburg College.

**Position Responsibilities:**

- Assist in the management of rosters, schedules, and statistics for all intercollegiate athletic programs through go-knights.net
- Publish previews, recaps, and feature stories for go-knights.net
- Maintain game-day statistics for home events
- Manage social media and content creation
- Report to and collaborate with the Sports Information Director

**Desired Minimum Qualifications, Education, and Experience:**

- Bachelor's degree in a related field (Sports Management, Communications, Marketing)
- Prior working experience with an Athletic Communications/Sports Information office
- Considerable knowledge of collegiate athletics
- Relevant experience with SIDEARM Sports, StatCrew, and NCAA LiveStats
- Experience with Adobe Creative Cloud
- Strong organizational, writing, interpersonal and communication skills

**Compensation:**

Up to \$15,000 for this 10-month appointment (mid-August 2021-May 2022).  
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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.