

**Wartburg College**  
**Position Description**

**Title of Position: Assistant Sports Information Director - Intern**

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-five intercollegiate sports and features a tradition of excellence including 25 straight years of individual or team national championships as of 2019. 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 \$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](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.