

Posted: 05/31/2019

Salary range: \$31,500.00-\$35,000.00

Status: Full-time, varied hours

including nights, weekends, holidays



The College of Idaho invites applications for an **Assistant Sports Information Director**. The Assistant Sports Information Director will be part of a dynamic team, providing assistance to the Athletic Director, Director of Athletic Marketing, and Director of Sports Communication, in the day-to-day activities associated with sports-related events.

Essential Functions

Assist in the following:

- Updating and maintaining the College's athletics website, the College's social media platforms, and the Go Purple social media platforms. Coordinates the production of highlight videos and managing the College's athletics YouTube account. Coordinates video streaming of athletic events.
- Graphic design projects for department. Examples include, team posters, marketing materials and mailers, online multimedia graphics: website, social media, etc.
- Assisting in the development of comprehensive marketing plans for each sport and overall department
- Supporting the in game promotions and in game entertainment
- Administrative work when needed
- Writing game recaps/feature stories for assigned sports and creating game day programs
- Creation of video and audio content for the Daktronics board(s), including game presentation scripts, headshots, graphics and all other media associated with athletic events, including advertising.
- Compiling and distributing sports statistics for assigned teams competitions to meet NAIA and CCC rules and regulations.
- Handling game day operations for all sports, including but not limited to:
 - Assist with event setup and tear down of sports information equipment at home athletic events (setting up press box/press row, webcasting equipment, PA system, scoreboard, board in press box, possession clock, etc.)
 - Assist in the supervision of all game day sports information staff including students, volunteers, and part-time workers.
 - Manage football press box and basketball officiating table.
 - Operation of football and basketball score board and video board.
- Ability to be a utility player for the department when needed

Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office suite and Adobe suite
- Excellent communication skills
- Strong writing and editing skills in English, with knowledge of AP style
- Strong knowledge of social media sites (Facebook, Twitter, YouTube, Instagram, etc.)
- Knowledge of graphic design elements.

- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- Bachelor's degree from an accredited college or university, preferably in sport management, communication, journalism, public relations, or a related field
- Knowledge of and experience in an athletic department setting
- Experience building presentations and creating marketing and social media plans
- Experience handling social media accounts for an organization other than personal use
- Experience working with StatCrew, DakStats, InDesign, Photoshop, and SIDEARMSports platform is preferred
- Knowledge of how to record sports statistics, preferably in football, soccer, volleyball and basketball
- Experience in shooting and editing video
- Must be able to learn Daktronics Show Control software for video board operation
- Must be able to meet the physical demands of set-up and clean-up
- Must be able to work evenings, weekends and holiday as needed
- Possession of a current valid driver's license; vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.