

WESTMONT COLLEGE

Sports Information Assistant

Athletics

POSITION SUMMARY: Supports the Sports Information Office as it relates to game management, website support, media relations, reporting and recordkeeping and other related responsibilities.

QUALIFICATIONS:

Bachelor's Degree required, preferably in communications or sports administration. Other requirements include: personal affirmation of the Christian character and mission of the College; clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education; strong interpersonal and organizational skills, good administrative skills. Experience in sports information is desirable. Strong writing ability essential. Knowledge of or ability to learn Associate Press writing style. Previous experience with a content management systems desirable. Knowledge of scoring software also helpful.

RESPONSIBILITIES:

The primary responsibility of the Sports Information Assistant is to assist the Sports Information Director in providing the services of the Sports Information Office to coaches, student-athletes, athletic administrators, the media, visiting teams, the Golden State Athletic Conference, the NAIA and Warrior fans.

Those duties include:

1. Hiring, training, scheduling and supervising student employees for game management responsibilities such as: facility set-up and tear down, scoreboard operation, announcing, ticket sales, crowd management in-game facility management, parking, etc.
2. Assisting in maintenance of the Westmont Athletics website.
3. Promoting Westmont Athletics teams, coaches and players while serving as the primary media contact for designated teams.
4. Writing press releases, game summaries, player profiles and human interest stories in relation to designated teams.
5. Reporting results and statistical information to the conference and national offices and assisting with reports and required filings to those offices.
6. Nomination of student-athletes for awards such as "Player of the Week".
7. Preserving records by archiving stories and statistics.
8. Assisting in the production of publications including schedule cards, game programs, scorecards, team prospectuses, etc.
9. Night and weekend work is a regular part of this position.
10. The position requires travelling to games, especially during the postseason, as well as occasional travel for conference meetings and conventions.
11. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully

considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

12. Other duties as assigned.

Reports to: Sports Information Director and Athletic Director