

WESTMONT COLLEGE

Sports Information Assistant **Athletics**

Position Summary: Oversee game management services for all Westmont home athletic contests and assist the Sports Information Director in fulfilling the duties of the Sports Information Office

Qualifications: Requirements include: BA/BS degree. Work experience in the field of game management or sports information is preferred. Solid computer competency including desktop publishing, the ability to update web pages is desirable. Must possess a general sports knowledge in relation to Westmont's athletic offerings. Must be personally supportive of the Christian character and mission of the College.

Responsibilities:

- Serve as the point person for all matters related to game management including the hiring, training and scheduling of a student work force. Responsible for ticketing, crowd control, facility set-up, tear down and post-game clean-up, field lining, set-up of audio and scoreboard systems, parking management, etc. Responsible for hiring and training of announcers and scoreboard operators.
- Assist in maintaining the Athletics website as instructed by the Sports Information Director.
- Assist in the production of printed materials such as game programs, schedule cards as instructed by the Sports Information Director.
- Assist in the maintenance of photos, records and archives as directed by the Sports Information Director
- Track gate receipts for GSAC and NAIA tournaments and submit financial reports.
- 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.
- Other duties as assigned

Reports to: Sports Information Director

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