



Position Description

Assistant Sports Information Director

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as July 1, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE : Assistant Sports Information Director.

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits' students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

POSITION'S DEPARTMENT: Athletics Administration

POSITION'S DEPARTMENT RESPONSIBILITIES: Athletics Administration coordinates many of the athletics activities, including athletic communications, eligibility, corporate sales, game operations, outreach to campus and development and distribution of promotional materials.

POSITION'S DIRECT SUPERVISOR: Associate Athletic Director for Athletic Communications

DATE POSITION LAST REVIEWED OR ANALYZED: April 2024 REVISOR: HR

POSITION'S EMPLOYMENT STATUS: Staff, Full-Time, Salaried/Exempt (administrative professional exemption), At Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for supporting the Associate Athletic Director for Athletic Communications and the overall department in promotion and publicity of the 25 intercollegiate athletics teams, plus all developmental teams.

- Position will take responsibility for certain sports, which entails full coverage, statistics, social media promotion, recap writing, all things associated with sport coverage
- Will assist the department in coverage of developmental teams, including but not limited to recruiting students to provide play by play coverage on the stream, as well as other responsibilities to ensure a positive experience for the developmental team student-athlete.
- Will assist the athletic department with marketing and communications of teams responsible for as well as other teams and events as warranted throughout the year. These events include, but are not limited to Night with the Yotes, Homecoming and Family Weekend, Jerry Jones Coyote Athletic Hall of Fame, Spring Alumni Weekend
- Will assist with facility set up and tear down for competitions.

POSITION WORKS WITH: Primarily, sports information staff, office manager, and head coaches, with secondary contact with campus leaders, student workers and community members.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: Office, practice and competition facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Outdoors with extreme temperatures (hot and cold)

POSITION'S EQUIPMENT: University phone, computer, video equipment.

POSITION'S WORK SCHEDULE: The successful candidate will be expected to work the hours commonly associated with a position in athletic communications. This will include nights, weekends, some holidays, early mornings and late nights.

POSITION'S TRAVEL REQUIREMENTS: Limited.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- The position will be responsible for assisting in communication efforts for the department, including responsibility for promotion and coverage of selected athletic contests for the sports in which the position will have primary responsibility. The successful candidate will work with other departments on campus to successfully promote KWU athletics through marketing and communications tools, including recruiting of students to build a student-based creative team, to assist in the department's efforts to promote athletics. May also have responsibility for developing and implementing creative solutions for student and community promotions.
- This individual will be responsible for comprehensive web site management, including feature stories, event previews, game stories, scores, statistics, rosters, schedules and archival program information including photo archives. This individual will also be responsible for working with the Live Video Production and the Associate Athletic Director managing video streams. This may also include creating highlight videos, video interviews, hype videos, and game introduction and situational videos to be used during games on the video board. This individual should have knowledge in the use of StatCrew (for archival work), Presto Stats (Volleyball, Basketball, Soccer, Football, Baseball/Softball), DakStats (Basketball), NCAA Live Stats (Volleyball), HUDL Production Truck including OVR, Tricaster, OBS, Adobe Creative Suite programs (Photoshop, InDesign, etc.), and Microsoft Office products, along with other programs that are necessary for the position. This individual should also have experience with PrestoWeb, and SIDEARM website Content Management Systems. This individual should also have some experience with photography and videography.
- Game management responsibilities will include score table and press box management, facility set up and tear down, operating in-game scoring statistical programs, public address announcing, possible live stream broadcasting, post-game score reporting, event recaps, press releases, media relations and day to day office operations. Most of these responsibilities will lie within the developmental programs. The candidate will assist with the administration of Kansas Wesleyan's official athletics social media platforms and the creation of engaging content for each. The assistant will be required to work many of the hours associated with the sports information profession, including nights and weekends.
- Other duties may be assigned by the Director.

POSITION'S OTHER DUTIES: This section lists the most important other (non-essential) results this position is to achieve. Indicate the percentage of the position's work time required for achieving these results.

- Assist with departments events, including Night with the Yotes and Coaches Luncheons
- **Perform other duties as assigned by the position's supervisor.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Enhanced marketing and communications for the entire athletic department
- Bringing new ideas and ways of doing things to the department
- Video production and sharing improvements.
- Enhanced coverage and promotion of sports

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor's degree with previous experience in Athletic Communications
- **PREFERRED:** None

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** Valid driver's license.
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Previous experience in a sports information setting is strongly preferred.
- **PREFERRED:** Experience with NAIA programs.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED**
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- **PREFERRED**
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.