

Assistant Sport Information Director Athletics
Marian University

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Posted Dec. 19, 2023, set to expire Dec. 14, 2024

Job Title	Assistant Sport Information Director Athletics
Department	Sports Information
Institution	Marian University Indianapolis, Indiana
Date Posted	Dec. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics
Job Website	https://marian.peopleadmin.com/postings/3474
Apply By Email	
Job Description	

Position Title

Assistant Sport Information Director Athletics

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews Marian University seeks a qualified highly energetic and ambitious professional to serve as Assistant Sports Information Director who will promote our Catholic Franciscan mission and identity by providing exceptional service to the athletic department. The Assistant Sports Information Director is a part-time (hourly), 12-month position.

Essential Duties and Responsibilities:

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Reporting to the Sports Information Director, the Assistant Sports Information Director's responsibilities are, but not limited to, the following:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services.
- Write game stories and press releases
- Manage press operations for home events
- Provide editorial content for MUKnights.com, the official website of Marian Athletics
- Report appropriate statistics and award nominations to the Crossroads League and NAIA
- Website and historical data maintenance
- Documenting records for assigned sports
- Oversee stat crew operations at home events
- Provide social media support for assigned sports
- Produce content and graphics for social media and video board
- Filming video content such as in game highlights or promotional video material
- Oversee a student-worker staff of 20-30 students
- Other duties may be assigned by the Sports Information Director.

Required Qualifications

Required Qualifications:

- Qualifications include knowledge of and a commitment to the mission of Marian University; minimum of a Bachelor's degree in Journalism, Public Relations, Communications, Sports Management or a related field.
- Strong written and interpersonal communications skills are required.
- Proficiency in Adobe Creative Suite, primarily InDesign and Photoshop, as well as StatCrew and/or Dakstats.
- Knowledge in video editing and use of digital cameras, along with use of programs such as Final Cut Pro or Adobe Premier Pro.
- Social media experience and proficiency.
- Must be able to work nights and weekends.
- Prior work experience in communications of at least one year.
- Prefer at least two years of experience working in college athletics media relations or a related field.

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Review of applications will begin immediately and be accepted until the position is filled. Please submit a cover letter, resume, and three names of reference.

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Preferred Qualifications

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact