

Assistant Sport Information Director Athletics  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=227869>

Downloaded On: May. 9, 2024 12:00am

Posted Dec. 20, 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. 20, 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/3475>

**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 FULL-TIME 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**