



JOB DESCRIPTION
ASSISTANT FOR SPORTS INFORMATION
(Graduate Assistant)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to sports.info@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196 – NO PHONE CALLS PLEASE. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Job is to be filled as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so.

ADMINISTRATIVE INFORMATION

JOB'S TITLE: Sports Information Graduate Assistant (Graduate Assistant) - **Important note: This Job is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired.**

JOB'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 24 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.

JOB'S DEPARTMENT: Athletics Administration

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

JOB'S DIRECT SUPERVISOR: David Toelle, Sports Information Director

DATE JOB LAST REVIEWED OR ANALYZED: May 2018 REVISOR: Mike Hermann, Vice President & Director of Athletics

JOB'S EMPLOYMENT STATUS: Part-Time, Staff, Non-Exempt/Hourly,

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Hourly salary and number of hours which approximates \$800 per month. Option available for on-campus room and board when classes are in session, graduate tuition remission as per the standard Graduate Assistant Addendum. Benefits are not available to part-time employees.

JOB INFORMATION

JOB'S SUMMARY: The Job is responsible for supporting the Sports Information Director and department in promotion and publicity of the 24 intercollegiate athletics teams. This job may be assigned certain sports as their primary coverage sports, while assisting in other sports as needed.

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

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Office, practice and competition facilities

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Outdoors with extreme temperatures

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

JOB'S WORK SCHEDULE: Flexible part-time schedule (25 hours per week required), arranged around gameday competition times, staff meetings and the GA's class schedule. The graduate assistant will be required to work many of the hours associated with the sports information profession, including nights and weekends.

JOB'S TRAVEL REQUIREMENTS: Limited travel to games as assigned by the Sports Information Director.

JOB RESPONSIBILITIES AND PERFORMANCE MEASURES

JOB'S ESSENTIAL DUTIES:

- **Department Communications/Promotions:** assist in communication efforts for the department, including responsibility for promotion and coverage of selected athletic contests as well as developing and implementing online videos to highlight achievements of student-athletes. This job may also have responsibility for securing corporate sponsorship, and developing and implementing creative solutions for student and community promotions.
- **Web Site Management:** comprehensive web site management, to include feature stories, event previews, game stories, scores, statistics, rosters, schedules and archival program information including photo archives.
- **Video Streaming:** managing video streaming events and act as a point of contact for troubleshooting issues with the video stream.
- **Game Management:** scorer's table and press box management, operating in-game scoring statistical programs, post-game score reporting, event recaps, press releases, media relations and day to day office operations.
- **Social Media:** assist with administration of Kansas Wesleyan's official athletics social media platforms and the creation of engaging content for each.
- **Student Workers:** work with the sports information director to successfully recruit, train, retain and supervise student workers for the Coyote Sports Network.
- **Sport Coverage:** Assignment of coverage of specific sports by the Sports Information Director.

JOB'S OTHER DUTIES:

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

JOB'S PERFORMANCE MEASURES: Actual performance standards (goals) for each performance measure will be set in consultation with the Job holder.

- Increased Social Media outreach using the official athletics accounts, through game promotion, feature promotion, highlighting student-athlete accomplishments, highlighting athletic department events, etc., including the use of live video, recorded video, images, etc., measured through increased interactions with social media accounts.
- Improved skills within the scope of sports information, preparing for a full-time job, including writing skills, video production skills, social media management, statistics skills, desktop publishing, graphic design; measured by improved writing skills, video production quality, acquiring accurate statistics rules skills and application, improved quality of design projects.
- Video production and sharing improvements – enhancing the video production process through development of student-run Coyote Sports Network, recruiting and training students to use and troubleshoot video. Producing video

content to promote the department including highlight videos, features, shows. Making suggestions on how to improve the video production and finding ways to improve it.

- Enhanced coverage and promotion of sports through providing additional coverage for sports and events outside the conventional scope. This includes features, interviews, game coverage, etc.

JOB QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor's degree with qualifications (i.e., minimum 3.00 GPA) for admission to the MBA program.
- **PREFERRED:** None

CERTIFICATIONS/LICENSES:

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

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** None
- **PREFERRED:**
 - Experience with NAIA programs.
 - Experience in a sports information setting
 - Experience with photography, video production, desktop publishing, graphic design and play-by-play broadcasting.

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**
 - Knowledge in the use of StatCrew (Volleyball, Golf, Tennis, Baseball), DakStats, Wirecast and Stretch Internet,
 - Knowledge of video editing software, Adobe Creative Suite programs (Photoshop, InDesign, etc.), and Microsoft Office products, along with other similar programs

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT, GROUP, 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 United Methodist affiliated 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.