

**Position:** Part-Time Sports Information Staff Assistant

**Department:** Athletics

**Reports to:** Director of Athletic Communications

**Job Summary:** Assist with media relations for the College's Division I Intercollegiate sports teams.

**Duties and Responsibilities:**

- Assist the Director of Athletic Communications with oversight for the athletic department website ([www.sfcathletics.com](http://www.sfcathletics.com)), including the timely and accurate posting of competition schedules, results, recaps, and feature stories. Assist with the website's video/audio web streaming of athletic events.
- Serve as the media point person for women's basketball and other Terriers teams as assigned.
- Responsible for press box/press row setup as well as Stat Crew operations for all assigned home athletic events.
- Provide oversight to the organization of team and/or department video and photography projects. Arrange for photography at select competitions.
- Responsible for timely distribution of statistics and results to media outlets, opponents, and the conference office.
- Develop and maintain an e-mail "blast list" to include media outlets, administrators, and individuals of interest, and provide results and updates to these individuals via email.
- Compose game stories/recaps for primary contact sports, and distribute them to media, the blast list, and post them to the athletic website.
- Prepare weekly reporting forms and Player of the Week nominations for primary contact sports, and meet the submission deadlines of the conference office.
- Prepare the annual media guide for women's basketball, to include writing of text content, selection of appropriate photographs, and working with designers on the appearance of the guides.
- Prepare game-day programs and media notes, as necessary, for all home events for primary contact sports.
- In conjunction with the alumni relations office and the College's publications office, prepare articles to appear in the Terrier Alumni Magazine.
- Assist in seeking print and electronic media attention for student-athletes and teams. Respond to media requests for information.
- Compile a weekly highlight sheet for internal dissemination to include outstanding accomplishments of the previous week and a preview of the upcoming week's events.
- Utilize social media platforms to report news and results for select teams
- Perform all duties in accordance and compliance with St. Francis College, Northeast Conference, MAAC, CWPA, and NCAA regulations.
- Other duties as assigned by the Director of Athletic Communications, Director of Athletic Marketing and/or Director of Athletics.

**Qualifications:**

- Bachelor's degree in journalism, communications, public relations or a related field.
- Strong writing and communication skills.

- Strong organizational and time management skills.
- Knowledge of various social media platforms.
- Prior experience in a collegiate sports information office or media relations department is preferred.
- Knowledge of various sports terminology and relevant collected statistics.
- Flexible schedule to allow travel with certain SFC athletic teams.
- Proficiency with desktop publishing (Adobe InDesign/Adobe Photoshop) as well as website editing.
- Must be willing to work certain nights and weekends to accommodate the varying schedules of the College's teams.

Interested applicants should forward a resume and cover letter to [hr@sfc.edu](mailto:hr@sfc.edu).