

ASSISTANT SPORTS INFORMATION DIRECTOR

ATHLETICS 12-MONTH POSITION

Description: The Assistant Sports Information Director will serve as the primary contact for 10 of Lander's athletic programs and report to the Assistant Athletic Director for Sport Media. The primary responsibility of this position is to support assigned programs in image and brand building to positively impact and elevate the Lander Bearcats brand. This position will also develop and execute a long-term vision for the communications function within assigned programs. The ability to create and maintain collegial, harmonious working relationships with others is an essential job duty.

Minimum Requirements: A bachelor's and at least one year of experience in content creation, editing, website management, journalism, or a related field. Experience with statistical software (StatCrew, NCAA Live Stats, Presto State etc.), experience in writing game stories and game notes along with editing and designing of media guides and game programs. Experience in Associated Press-style writing skills and proficiency in layout and design software (Photoshop and InDesign). Must be knowledgeable in Adobe Suite (InDesign, Photoshop, Premiere, etc.) Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Preferred Requirements: A bachelor's degree in Communications, Journalism, English or related field preferred.

Knowledge, Skills and Abilities: Superb strategy, writing, editing, and communications skills, Strong management and mentoring skills and experience coaching and supporting individuals as spokespeople. Exceptional analytical, strategic and tactical ability combined with expert relationship management skills and attention to detail, proven ability to develop an effective communications plan and content calendar to achieve goals, ability to both work independently and take direction from others, solve problems with limited supervision, prioritize tasks and meet deadlines, Ability to have a collaborative work style, innovative thinking, strong work ethic, professional demeanor, and enthusiastic attitude. Must have the ability to travel, as well as work nights and weekends.

Hire Range: \$35,000 - \$37,000 annually
University Hours: 8:00am – 5:00pm, Monday – Friday
To include some nights and weekend

Position Work Hours: 37.5 hours per week.
Class Code : UH16- – **State Title:** Athletics Administrator
Position #:TBD **Band:** Unclassified

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.