

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	SPORTS INFORMATION ASSISTANT
Department:	Sports Information
Location:	Myers Building (MTAC)
Supervisor:	Paul Misner
Phone Number:	563-589-3168
Email:	pmisner@dbq.edu
Job Responsibilities:	<p>Develops and administers the flow of sports news and statistics related to assigned sports programs, representing the University to the media in a professional manner. Adheres to NCAA and Iowa Conference rules and regulations, as well as policies of the University and the sports information office which is part of university relations department.</p> <p><b><u>Distinguishing Characteristics:</u></b></p> <p>Sports information directors document and publicize the accomplishments of athletes and teams for the school or league they represent. SID's typically work as a liaison between the school or league and the local or national media.</p> <p>If you're a sports junkie who enjoys the idea of working closely with a team, coaches, and athletic department as well as the media that cover the teams, sports information assistant positions could prove rewarding. Typically we use students to assist in covering sports which is, an excellent way to get a foot in the door, gain experience, and gain contacts. It is important to develop an understanding--and preferably an appreciation--of a variety of sports. While sports like football, basketball may receive the most media attention at a school, sports information departments track all 19 sports year-round at the University of Dubuque.</p> <p><b><u>Examples of Duties:</u></b></p> <ul style="list-style-type: none"> <li>• Helps director of sports information prepare press releases for local newspapers and radio stations; primary, secondary and extended newspapers (metropolitan, dailies, weeklies), radio stations, wire services and TV stations; hometown news media of student athletes; hometown news media of athletic staff and sports guests of the University; and state, national and international magazines.</li> <li>• Responds to statistical and other report requirements for the NCAA, IAC, intercollegiate opponents, various periodicals, journals and magazines, major television networks, national wire services and other print and electronic services, including www.dbq.edu.com website. Keeps historical information and researches events of athletic historical significance for media. May assist in the preparation of official game day programs.</li> <li>• Keeping various statistical data at athletic events under high stress</li> <li>• Responds to media requests for specific news articles, fax/email material, help with photography sessions, radio and TV interviews, and features for publications.</li> <li>• Provides pre-and post-game statistical information and notes plus any other data the media requires in cumulating the sports events at the University and provides information to media and coaches as quickly after events as possible.</li> <li>• Writes and edits feature articles for various University publications. Initiates information dissemination projects with national and regional magazines and wire services and responds to requests for information and articles. Gathers materials, edits, and writes news for campus website.</li> <li>• Help in updating content related to UD Athletics Web site in particular information disseminated or used during live video/audio broadcasts</li> <li>• Maintains all statistical information, historical data, photo and slip files for</li> </ul>

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	<p>assigned sports programs.</p> <ul style="list-style-type: none"><li>● Responsible for arranging and distributing photographs with cut lines for newspapers, wire services, magazines and related media outlets.</li><li>● Prepares promotional or public relations materials.</li><li>● Filing and general office work</li><li>● Performs other job-related duties as assigned.</li></ul> <p><b><u>Knowledge, Skills and Abilities:</u></b></p> <ul style="list-style-type: none"><li>● Ability to focus on work without distractions of cell phone, texting for hours at a time</li><li>● Knowledge of news, reporting, and editing principles, practices, and techniques.</li><li>● Knowledge of public relations principles, practices, techniques, and professionalism</li><li>● Knowledge of printing and graphics.</li><li>● Knowledge of NCAA and Iowa Intercollegiate Athletic Conference (IAC) rules and regulations.</li><li>● Skill in verbal and written communications</li><li>● Skill in interpersonal relations.</li><li>● Skill in file maintenance.</li><li>● Ability to travel with teams.</li><li>● Ability to work varied schedules.</li></ul>
# of Positions:	10-15 each year