

JOB TITLE:	SPORTS INFORMATION ASSISTANTS
Department:	Sports Information/University Relations
Location:	Charles & Romona Myers Center (MTAC) 218
Supervisor Name:	Paul Misner
Supervisor Phone Number:	563.589.3168
Supervisor Email:	pmisner@dbq.edu
	<p>The UD Sports Information Department is in search of organized and reliable student assistants to assist in the production of multimedia content throughout the school year. Hours are determined by the varsity sports schedule and needs of the position. Office hours are required of all sports information assistants during the week along with home contest coverage.</p> <p><u>Game Day Workers – Home Athletic Events</u> For various games such as Football, M/W Soccer, Volleyball, M/W Basketball, M. Lacrosse and Baseball/Softball and be available nights and every weekend. Assist the Sports Information Department in keeping stats at home athletic events for all sports. Experience and/or a vast knowledge and interest in sports is a plus. Spots are limited and will be carefully selected so inquire quickly. If you are a sports fanatic and/or have kept stats as a team manager in high school, this could be a good fit. Ability to put cell phones away and focus on the athletic contest in front of you.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Majority of hours will come from working mid-week and weekend games, afternoons and nights • Assist with pregame setups and collecting game starters from coaches • Assist in game as an in-game spotter for statistics, clock operator, announcer, play music, and event management, etc. • Learning NCAA Genius software to handle in-game statistics in extremely stressful situations with high level of accuracy. <p>Photography: Student Assistants on the photography team must have prior experience in sports photography. While owning a personal camera capable of capturing professional action shots is not necessarily required, it is HIGHLY recommended to have the ability to be scheduled to work more often. Student assistants will be working together with the sports information office to capture action photos of Spartan athletes, coaches, staff, etc. at all home contests for the varsity teams.</p> <p>Other opportunities for work-study hours include office work sorting, filing, picking up and delivering campus mail, and helping within University Relations office.</p>
Classification	None
Purpose or Role within the Organization:	Supports the Sports Information and University Relations by assisting in the production of multimedia content.
Rate of Pay:	Minimum Wage

General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>