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| **Job Title:** | **Sports information Assistants** |
| Department: | University Relations |
| Location: | Charles & Romona Myers Center (MTAC #218) |
| Supervisor Name: | Paul Misner/Alex McCombs |
| Supervisor Phone Number: | 563-589-3168 |
| Supervisor Email: | [pmisner@dbq.edu](mailto:pmisner@dbq.edu), [amccombs@dbq.edu](mailto:amccombs@dbq.edu) |
| Duties and Responsibilities: | The UD Sports Information Department is in search of organized and reliable student assistants to assist in compiling statistics on a laptop and helping with gameday activities. Hours are determined by the varsity sports schedule and needs of the position. |
| Classification | None |
| Purpose or Role within the Organization: | Game Day Workers – Home Athletic Events  Various events for all 25 varsity sports which may include Football, M/W Soccer, Volleyball, M/W Basketball, Men’s Lacrosse, men’s and women’s wresting and hockey, and Baseball/Softball and be available nights and every weekend.  Assist Sports Information Department in keeping stats at home athletic events for all sports and sharing those in a timely matter to coaching staffs during live contests with a high degree of accuracy. 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.  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.  Photography: A limited amount of student assistants will help with photography team must have prior experience in sports photography. 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.  Other opportunities for work-study hours include office work sorting, filing, picking up and delivering campus mail, and helping within University Relations office. |
|  | 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 |