

Assistant Sports Information Director (Part-Time) (Ref: ASID)

SUMMARY: The assistant sports information director assists the Director in all day-to-day operations of athletic communications including coverage of all home contests, website updates, press releases, and keeping statistics for Queens University of Charlotte's 16 sports.

The assistant is also responsible for supporting the philosophy, goals, and mission of both the University and its athletic program as well as adherence to Departmental, University, Conference Carolinas, and NCAA policies and procedures.

This is a 10 month, part-time position scheduled to begin August 3, 2009.

Essential Functions:

- Accurately update Athletic department's website on daily basis
- Ensure appropriate game day media relations and game day management
- Keep accurate statistics and send to conference office on a timely basis
- Write press releases, send to media, and post.

Secondary Functions:

- Participate in fundraising and public relations activities
- Assist with overseeing game day staff
- Perform other duties as assigned

Skills and Qualifications:

- Collegiate playing or Athletic Department work experience
- Knowledge of conference and NCAA rules and regulations
- Excellent written, oral, and interpersonal communication skills
- Strong interpersonal and leadership skills and ability to build and maintain rapport with diverse populations
- Ability to maintain confidential information in professional manner
- Positive role modeling
- Solid knowledge of on-line and PC-based technology (Word, Excel, Internet)
- Demonstrated ability to work effectively with a wide range of people and commitment to promoting diversity
- Demonstrated organization and planning skills; strong follow-up and follow-through skills to ensure completion of assignments
- Ability to load, unload and transport equipment and supplies
- Bachelor's degree or equivalent combination of education and experience required

- Must have a valid state driver's license with no more than 2 moving violations and/or at fault accidents within 3 years. No drug or alcohol related incidents within 3 years (i.e. DUI, DWI)
- **Diverse candidates are STRONGLY encouraged to apply.**

Application Process:

Candidates should submit via email to hr@queens.edu all of the following

- (1) A letter of interest,
- (2) Current resume,
- (3) Salary requirements or history, AND
- (4) Contact information on three references.
- (5) Three writing samples

Be sure to include **YOUR NAME** and "**Ref: ASID**" in your email subject line.

Only candidates who best match requirements of job will be contacted. The position posting will be removed from the website once an offer is extended and accepted. Due to limited staff resources, phone calls can not be accepted or returned.

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law. Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or hr@queens.edu

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,300 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Presbyterian School of Nursing, the Wayland H. Cato, Jr. School of Education, the School of Communication and Hayworth College for evening programs.

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