

Assistant Sports Information Director

This position is: OPEN

Job Number: 460 **Posted:** 4/9/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

Eastern University is seeking applications for an Assistant Sports Information Director. The Assistant Sports Information Director will report to the Director of Athletic Communications and will play a vital role in a growing department. Eastern University competes in NCAA Division III in 21 sports. The Assistant SID will have a strong background in video editing and production and will be responsible for growing the livestreaming of the department in both scope and quality. The candidate will lead, train, and schedule a student workforce to produce livestream programming for the department. In addition, the Assistant SID will serve as a primary contact for a limited number of sports and will demonstrate the ability to write, keep records and statistics, and use social media to promote those programs.

Eastern University is a private non-denominational Christian College located in suburban Philadelphia.

Responsibilities

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- Create high quality livestreams for home athletic events. This will include developing on-air talent, scheduling student interns and FWS workers, maintaining current equipment and working with the Director of Athletic Communications and Director of Athletics to identify and integrate additional technology.
- Write press releases and game reports, compile and maintain statistics, and maintain website for assigned sports.
- Contribute to the development of Eastern Athletics Social Media (Twitter, FB, IG).
- Develop Video Board Content for use at games and at events.
- Other Duties as assigned
- Embodies values of caring and compassion, justice and integrity, competence and affirmation.
- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join to achieve our common mission.
- Monitor and adhere to Eastern University, Title IX, NCAA and MAC policies, procedures and guidelines

Qualifications

A successful candidate will have demonstrated experience in video production in an athletic environment. The candidate will have experience with Adobe Creative Suite and specific expertise in Premiere and AfterEffects, and the ability to produce quality work in a timely fashion.

The candidate should have a basic experience with StatCrew or NCAA LiveStats programs and an understanding and appreciation of multiple sports.

The candidate should be a self-starter who desires to be part of and contribute to a growing program in the exciting field of college athletics.

This is a 10-month position that includes nights and weekends.

Experience in a Sports Information Department, Athletic Department or professional broadcasting setting is preferred. A Bachelors Degree is required

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;

- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.