



JOB TITLE: Sports Information Coordinator
DEPARTMENT: Athletics
CAMPUS: Portland
SUPERVISOR: Assistant Athletic Director/SWA
FLSA STATUS: Non Exempt, Part Time

MAJOR PURPOSE:

The Sports Information Coordinator serves as a key resource to promote student-athletes and Jessup Athletics to the public via print and digital resources. Additionally, this person will assist in game management, ensuring all game related requirements are met for all sporting events. The Sports Information Coordinator will maintain compliance with all Athletic Department, University and NAIA policies and regulations.

This position is part time 20 hours per week and requires time spent on campus, select venues off campus for Jessup events, and occasional remote work.

ESSENTIAL DUTIES:

- Be familiar with Athletic Department, University and NAIA policies and regulations
- For assigned sports, maintains quality representation of Jessup Athletics' brand by creating content, writing and editing press releases, game stories, game programs and media guides; designing posters and/or schedule cards, arranging home events for respective sports; keeping and updating stats; conducting interviews with coaches and players; assisting in the maintenance of the athletics website; providing game recaps and other human interest stories for jessupathletics.com; community engagement; and other duties as assigned
- Assists in the game management of athletics home events
- Assists in various roles at home sports events, including, but not limited to, stats, announcing, photography, etc.
- Under the direction of the Assistant Athletic Director/Senior Woman Administrator assists in executing the annual Sports Information strategic plan for Jessup Athletics
- Assists in the maintenance of the Athletics Information Center (AIC)
- Supports in implementing an annual plan to increase home game/match attendance for all sports
- Works directly with head and assistant coaches to ensure the needs of their respective programs are met, as laid out in the Sports Information strategic plan
- Other duties as assigned by the athletic department administration

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree in journalism, marketing, communications, or a related field

REQUIRED KNOWLEDGE/EXPERIENCE:

- Minimum two years of experience working in sports information or other related fields
- Computer skills and proficiency with Microsoft Windows Office Suite
- Required knowledge of Google Platform, including Gmail and Google Drive
- Experience with graphic design programs (InDesign, Photoshop, Canva)
- Must possess strong writing and editing ability in line with the AP writing style
- Experience in website management in design

- Minimum Class B driver's license required. Must have a clean driving record and be able to pass the Jessup MVR (Motor Vehicle Requirement).

SKILLS/ABILITIES:

- Learn and adapt quickly to given policies, procedures, and tasks
- Demonstrate sound judgment in determining when it is best to work independently, request assistance, or advocate for teamwork
- Professionally write, video and photograph with attention to detail
- Work with both Mac and PC platforms
- Work on deadline and to multitask
- Work with a variety of personalities

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. Occasionally, the employee's working time will be spent outdoors on sports fields in all types of weather and might require standing for long periods, working with equipment or machinery and, being able to walk, run, kneel, crouch, stoop or crawl. Travel may be required for this position

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date