

<b>JOB TITLE:</b>	<b>SPORTS INFORMATION ASSISTANTS</b>
Department: Location: Supervisor Name: Supervisor Phone Number: Supervisor Email:	Sports Information/University Relations MTAC 218 Paul Misner or Travis Kvach (563) 589-3168 or (563) 589-3464 pmisner@dbq.edu or tkvach@dbq.edu
Job Responsibilities:	<p>The UD Sports Information Department is in search of organized and reliable student assistants to fill several roles specific to the production of multimedia content throughout the school year. While student assistants are not required to choose a specific job position within the office, they are encouraged to express their desired interest when applying and will have a focus if hired. Below is a list of positions the Sports Information office looks to fill during both the Fall and Spring semesters. Hours are determined by the varsity sports schedule and needs of each position. Some hours are also available over academic breaks (Fall, Winter, Spring, etc.). Also, office hours are required of all sports information assistants during the week along with home contest coverage.</p> <p><b><u>Game Day Workers – Home Athletic Events</u></b>            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> <ul style="list-style-type: none"> <li>• Majority of hours will come from working mid-week and weekend games, afternoons and nights</li> <li>• Assist with pregame setups and collecting game starters from coaches</li> <li>• Assist in game as an in-game spotter for statistics, clock operator, announcer, play music, and event management, etc.</li> <li>• Learning NCAA Genius software to handle in-game statistics in extremely stressful situations with high level of accuracy.</li> </ul> <p><b>Photography:</b> 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 <b>HIGHLY</b> 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>