

<b>Job Title:</b>	<b>Assistant Sports Information Director</b>	<b>Hourly/Salary:</b>	Salary
<b>Department/Area:</b>	Athletics	<b>Classification:</b>	Exempt
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	Yes
<b>Hourly/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Terry VanMeter	<b>Date posted:</b>	05/02/2018
<b>Position Fill Date:</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	www.campbellsville.edu		
<b>Internal posting:</b>	Human Resources Board		
<b>Applications Accepted By:</b>			
<b>Fax: (270)-789-5180</b> <b>E-mail: jobs@campbellsville.edu</b> Subject Line: Assistant Sports Information Director <b>Attention: Terry VanMeter</b>		<b>Mail:</b> Director of Human Resources Campbellsville University 1 University Drive UPO 944 Campbellsville, KY 42718	
<b>Job Description</b>			
<p>Campbellsville University, a NAIA institution located in Campbellsville, Ky., is seeking applicants for a full-time sports information director assistant with coverage of its 17-sport, 28-team athletic department.</p> <p>The successful applicant will start on July 1 or another date thereafter if needed.</p> <p><b>JOB DESCRIPTION</b></p> <p>The successful candidate will assist in all aspects of the sports information office, with specific sports responsibilities being assigned upon hiring.</p> <p>The successful candidate will also assist in other areas, including, but not limited to: producing media guides and publications, writing press releases, creating game programs, assisting in updating of athletic website (www.campbellsvilletigers.com), keeping in-game statistics, assisting in game management duties, and monitoring of department social media accounts. Additional responsibilities may be assigned.</p> <p>Travel is required and will be at the discretion of the Sports Information Director and coaches for each individual sport. Applicant must be available to work evenings and weekends and some holidays as required.</p> <p><b>QUALIFICATIONS</b></p> <p>An undergraduate degree is required while a degree in journalism, communications, sports management or related field is preferred.</p> <p>Must have strong computer skills and be highly organized with the ability to multi-task. A strong writing background and communication skills are a must. Candidates must have knowledge in layout and design using Adobe InDesign and Adobe Photoshop. Statistical background using DakStats and/or StatCrew is also helpful. Experience working inside a sports information office is preferred. In addition, candidate must have fresh ideas and be willing to think outside the box to help the Sports Information department grow to a higher level</p>			

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

**Applicants should send a Completed Application for Employment (found at [www.campbellsville.edu](http://www.campbellsville.edu) )**

Reviewed By:		Date:	
Approved By:	Terry VanMeter	Date:	05/02/2018
Last Updated By:		Date/Time:	