



Assistant Sports Information Director

The Assistant Sports Information Director position supports the Sports Information department. Point University is a Christian University, and the Assistant Sports Information Director is required to uphold the rules and regulations of the Covenant at Point University, the Southern States Athletic Conference (SSAC), and the NAIA. Point University currently sponsors 19 sports teams, and the Assistant Sports Information Director will be an integral part of the SID team and for all of our athletic programs sponsored by the university.

This position is responsible for leading efforts to market, promote and document Point University athletic programs.

Responsibilities and Primary Activities include, but are not limited to:

- Marketing and promoting athletic programs via all media forms including radio, print, television, social networking sites including but not limited to; publications development, press releases, media coordination, and web page creation and site maintenance.
- Managing and overseeing all game day activities with Skyhawk Sports Network for all Sporting Events.
- Managing athletic contest statistics using various programs, including PrestoStat and other software.
- Completing nominations and reports by the NAIA, Appalachian Athletic Conference, Southern States Athletic Conference, the Sun Conference, and internal requirements
- Manage school web site, student workers, and all social media.
- Coordinating NAIA Champions of Character.
- Reports directly to the Head SID.

Requirements:

- Bachelor's degree is required.

Preferred requirements:

- Excellent written and oral communication skills
- Broad knowledge of collegiate sports
- Advanced computer skills and knowledge of PrestoStat software
- Experience working with collegiate athletics in a similar position.
- Ability to work in a fast-paced environment that includes nights and weekends.
- Demonstrated excellence in interpersonal behaviors and be committed to effective collaboration with colleagues.
- Good driving record with the ability to travel up to 25%.