SPORTS INFORMATION ASSISTANT- INTERN

Date: April 7, 2016

Title: Sports Information Assistant Intern (NCAA Grant)

Description: Hartwick College, as recipients of the NCAA Division III Ethnic Minority and Women's Internship Grant, is accepting applications for the full-time, benefits eligible, 10-month position of Sports Information Assistant Intern, to assist the Assistant Athletic Director for Athletic Communications with coordinating media coverage for the College's 17 varsity athletic teams.

The Sports Information Assistant Intern will serve as the main sports information contact for 7-8 varsity sports. Working under close supervision of the Assistant Athletic Director for Athletic Communications, the Sports Information Assistant Intern will be responsible for conducting the day-to-day duties for those programs. The Sports Information Assistant will also have the opportunity to work with the football, and men's and women's basketball programs. The day-to-day duties will include the home game-day events for designated Hartwick athletic teams including pre-game publicity, compiling in-game statistics, public address, posting results and post-game write-ups through the web and social media, and dissemination of results to local and national media.

Responsibilities: The Sports Information Assistant will work closely with Hartwick College athletic teams, student-athletes, coaches, and athletic administration, to creatively promote the Hartwick Hawk brand through social media and other avenues. The Sports Information Assistant will work in a collaborative and creative environment, assisting in the production of recruiting guides, game-day programs, and post-game and special interest stories on Hartwick student-athletes and coaches. The Sports Information Assistant will aid in management of work-study student staff within the sports information office and at athletic contests. The Sports Information Assistant will aid in maintaining the College's athletics website.

Other duties as assigned by the Assistant Athletic Director for Athletic Communications and/or Director of Athletics will be in accordance with the Department of Intercollegiate Athletics, College, Empire 8, NCAA, and other related association rules and regulations.

This internship runs for two years commencing August 1, 2016 and ending May 31, 2018.

The successful candidate will attend a required orientation at the NCAA National Office in Indianapolis, IN from July 28-29, 2016.

Qualifications: Bachelor's degree in a related field. Experience in an SID office with a minimum of one year of collegiate sports information experience preferred. Strong communication (verbal and written) and interpersonal skills required. Experience with Stat Crew in various sports; ability to multi-task; willingness to work evening and weekend hours; a background in website maintenance; experience with Adobe Photoshop and In-Design is also preferred. Must have a valid driver's license and be insurable through the College.

An independent, residential liberal arts college enrolling approximately 1,400 full-time undergraduates, Hartwick embraces the teacher-scholar model, with teaching excellence as the first priority. Located in the scenic Susquehanna River valley in Oneonta, NY, near the northern foothills of the Catskill Mountains, the College features a Liberal Arts in Practice general education curriculum and aspires to "be the best at melding liberal arts education with experiential learning."

Hartwick College is committed to provide a safe and secure educational environment. As such, employment at Hartwick College is contingent upon a successful background check on every new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing the College to conduct a thorough background check.

Hartwick offers health benefits to domestic partners of employees, and prohibits discrimination on the basis of sexual orientation/preference and gender identity/expression. Hartwick is an Equal Opportunity Employer, committed to broadening "the understanding, awareness, and appreciation of diversity" among all members of the Hartwick community.

Interested applicants should send a resume, cover letter and contact information for three professional references in one document (pdf or MS Word preferred) to Kimberley Lindsley, Human Resources Coordinator, at jobs@hartwick.edu. Applications may also be mailed to the Office of Human Resources, Hartwick College, P. O. Box 4020, Oneonta, NY 13820 or faxed to 607-431-4329.