Mission Statement: “Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”

Villa Maria College Core Values: “Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”

JOB SEARCH SUMMARY:
Villa Maria College seeks to hire a Director of Sports Information.

POSITION SUMMARY:
The Director is primarily responsible for developing and administering the flow of sports news and information about the college to the public and the media, and to assist with game day operations for all sports.

ESSENTIAL RESPONSIBILITIES:
- Prepare news releases for local newspapers and radio stations; primary, secondary and extended newspapers (metropolitan, dailies, weeklies), radio stations, wire services and TV stations; hometown news media of student athletes; hometown news media of athletic staff and sports guests of the college; and state, national and international magazines as needed.
- Respond to statistical and other report requirements for the USCAA, intercollegiate opponents, various periodicals, journals and magazines, major television networks, national wire services and other print and electronic.
- Prepare and design media guides, official game programs or necessary information about the college intercollegiate teams.
• Respond to media requests for specific news articles, fax material, photography sessions, radio
interviews and actuaries, TV segments and features for publications.
• Provide pre-game statistical information and notes plus any other data the media requires
• Assist the Director of Athletics in the publicizing of athletic events and fundraisers.
• Assist the Athletic Director in overseeing the media, scouts, statistical and support staff, (clock
operator, 25-second clock operator, public address), photographers, film crews and guests at
events
• Responsible for Villa Vikings Athletics Web site management, in particular information
disseminated, as well as management of athletic related social media.
• Responsible for arranging and distributing photographs with cut lines for newspapers, wire
services, magazines and related media outlets.
• Serve as photographer for certain athletic functions like events and the website.
• Perform other job-related duties as assigned.
• Assist the Athletic Director with oversight of game day operations for all sports.
• Knowledge of USCAA program, working knowledge of USCAA and NCAA rules and regulations.

ESSENTIAL QUALIFICATIONS:
• Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel,
etc.) and Stat Crew, Side Arm Administrative software.
• Ability to communicate effectively and appropriately.
• Ability to maintain confidentiality of records and information.
• Ability to interact in an effective and appropriate manner with diverse populations, the college
community and the public.
• Ability to detect and correct grammatical and spelling errors in written correspondence.
• Ability to handle multiple tasks simultaneously.
• Ability to effectively supervise personnel and complete all associated personnel actions in a timely
and accurate manner.
• Ability to effectively coordinate events and programs with the media.
• Ability to write, edit and/or develop articles, reports, and publications.
• Ability to organize and coordinate athletic events.
• Ability to work evening and weekends in preparation for and during athletic events
• Bachelor's degree required.
• 2 years of successful experience, preferably in higher education.
• Must be able to work evenings and weekends throughout the season and off-season. Must be
able to drive for the College.

ESSENTIAL FUNCTIONS:
• General office environment requires employee to be flexible throughout the day to include
hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-
pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers
to use computers and various office equipment. Professional communication is required for
frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

**To be considered, please submit your resume and complete the online job application at Jobs.villa.edu.** When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the most qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Villa Maria College is an equal Opportunity Employer.*