

Athletics

Sports Information Director

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Overview

Under direct supervision of the Director of Athletics the Sports Information Director (SID) will perform a variety of public information functions including the publicity and promotion of the college athletic programs. This may be achieved through the use of announcements, news releases, social media and publications which may be distributed to the media and the community; through the college's athletic website; and through direct requests for information. Understands the Christian and organizational culture, the role of athletics within the SAGU community, and a willingness to consistently perpetuate and display the mission of SAGU through actions and words with athletes, coaches, university personnel and general public.

Responsibilities

The following list provides examples of the primary duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Represents the Christian culture of the University to students, employees and guests
- Compiles and disseminates SAGU sports news.
- Oversees social media for SAGU athletics.
- Compiles, disseminates and maintains SAGU sports statistics and records.
- Produces and designs layout of SAGU athletic publications (media guides, game programs, etc.)
- Serves as primary media liaison for SAGU athletics.
- Updates, reviews, and otherwise designs and maintains the athletics program website.
- Understands and complies with the rules and regulations of the NAIA, NCCAA, Sooner Athletic Conference, Central States Football League and SAGU as it relates to media issues and publications.
- Files weekly statistical reports with NAIA, NCCAA, Sooner Athletic Conference, and Central States Football League as required.
- Provides support for T-CAL, TAPPS, and University Interscholastic League (UIL) events hosted by SAGU.
- Tracks expenditures and recommends future needs on Sports Information budget.
- Contributes to the effective team management of all relevant problems, issues and opportunities within the athletic program and adheres to the COSIDA code of ethics for his/her profession.
- Performs other duties as assigned by Director of Athletics.

Qualifications

- Faith, service and lifestyle that meets University expectations (See IPM sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards,” “Lifestyle Standard.”)
- Desired degree in communications or related field.
- Creative experience in journalism or media.
- Knowledge of, or interest in web design software, Adobe InDesign, Microsoft Word and Sports Statistical Software including specialized in-game packages.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively – orally, by phone, in person, and in writing.
- Be able to establish and maintain effective relationships with department peers, respective head coaches, and student-athletes.

Conditions of Employment

- Employment is from June 1 to May 31 and evaluated annually.
- Employment is subject to an introductory period to monitor employee performance. Must be able to operate a licensed motor vehicle and possess a valid state driver’s license or have access to reliable transportation. Must have and maintain a satisfactory driver’s record. Employee will be evaluated annually.

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications can be completed at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is non-exempt from overtime.