Job Title: Assistant Sports Information Director – Student Athletics Program Coordinator

Job ID: 19994

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI’s internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner, including for economic impact and job creation for the greater Staten Island area.

Reporting to the Associate Director of Athletics / Sports Information Director, the Assistant Sports Information Director will assist with the construction, dissemination, and implementation of all sports information duties for CSI’s 18 intercollegiate athletic programs. The Assistant Sports Information Director will serve as CSI Sports Information’s primary liaison for:

- All facets of Gameday Coordination – to include staffing, training, and supervision of all student-worker and game event aides for all CSI home intercollegiate contests and sports hosting events. To also include submission of timesheets and monitor of payroll and gameday activities such as Public Address, Statistical Upkeep, scoreboard and equipment operation, video and photography.
- Assists with Game Programs and all pre and post-game event literature using desktop publishing and reproduction.
- Serve as primary social media strategist and concept designer.
- Provide assistance to general staff for facility branding design, and concept and logo development.
- Provide publication and distribution of posters, flyers, and bulletins promoting the CSI Athletics programs.
- Conduct comprehensive end-of-year reviews and performance evaluations for student-workers, game event aides and interns.

In addition to the Assistant Sports Information Director’s primary duties, general assistance is required in the following areas but not limited to:

- Assists with the update and upkeep of the CSI Athletics Website and other daily and weekly correspondence measures. To include schedule and statistical updating, game and human interest releases. Updating CUNYAC, NCAA and other applicable score-reporting applications daily, and weekly score and nomination reporting.
- Assists with in-season and post-season statistical upkeep for CSI’s 18 athletic programs, including update of CSI record books provided in various sports.
- Handles all CSI press clippings and file accordingly.
- Provides photography, including headshots, team photos, and action shots for CSI’s 18 teams.
- Works with coaches to develop accurate rosters and player bios, coordinates intensive interviews for use in guides, brochures, media quotes, etc.
- Writes and produces copy for general external media and CUNY releases.
- Serves on various Athletics & Campus Committees. To include Golf Outing, Hall of Fame, and others to be assigned.
- Assists all areas of the Sports & Recreation Center with various activities and projects.

QUALIFICATIONS
Bachelor’s degree required.

Preferred qualifications include:

- Three years post-baccalaureate work experience in a related area.
- Demonstrated experience with Adobe Creative Suite (InDesign, Photoshop, etc.), StatCrew statistical software and social media platforms.
- Knowledge of CUNYAC and NCAA Division III rules and regulations.
- Excellent oral and written skills highly desired.
- Flexibility to work evenings and weekends as necessary.
- Experience in training and management of staff preferred.

CUNY TITLE OVERVIEW

Supports the administration of College athletic programs.

- Assists with compliance programs activities required by the CUNYAC (CUNY Athletic Conference) and external bodies
- Serves student-athletes through providing advising services and enrichment programs
- Organizes student-athlete communications and activities, and other department work such as calendars, materials, reports, handbooks, and compliance manuals
- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

March 6, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.