

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Sports Information assistant
OCC/Athletics
Small Multi-Sport Center
Kerry Kahl
6
Minimum Wage
Assist the sports information director with game day statistics compilation and dissemination. Also helps with some clerical duties in the office.

Principal Duties and Responsibilities

Tabulate statistics, fax or phone results, stuff envelopes, make photocopies. Possibly some press release writing.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Expectations

Working Conditions

Occasional weekend, Block Break or

holiday work is expected. Most of the jobs are completed while sitting at a game or event (in the evening).

Other

Knowledge of the rules and procedures of various sports is expected.