



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Athletics

Supervisor: Mike Prang - mprang@adrian.edu

Job Title: **Student Worker:** Sports Information Assistant

Location: Merillat Sports & Fitness Center

Purpose of Position: To assist the Athletic Department with tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

This position involves frequent verbal, written, and email correspondence with current students and coaches. The successful candidate will:

- Assist in providing game day coverage for assigned sports during home events.
- Produce social media content to market the athletic department, teams, and Adrian College.
- Produce game programs, press releases, infographics, and website maintenance.
- Assist in everyday office management.
- Assist in record keeping, statistical archives, and athletic Hall of Fame.
- Provide in-game stats using Stat crew, Presto Stats, and NCAA Genius Live Stats.
- Create and produce content through Adobe Creative Cloud (InDesign, Photoshop, etc.)
- Adhere to and ensure compliance with departmental/College/NCAA Division III rules and regulations
- Perform other duties as assigned by SID

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 8 hours per week unless otherwise approved.

Required Job Skills:

- Must be able to perform duties within the normal bounds of an office environment as well as stand for long periods of time. Must be able to manage press box/row during game days.
- The successful candidate will be a self-starter who is able to work independently, has excellent organizational, interpersonal and communication skills and will be someone who is able to interpret, apply and comply with all NCAA Division III and MIAA rules and

regulations.

Remarks: May require nights & weekends.