Sports Information Specialist / Athletic Facilities Coordinator

Department: Athletics
Position: Full-time
Wage: $13.733-$14.459 based on experience plus complete benefit package
Union Affiliation: Montana Public Employees Association
Posting Date: June 2016

Description
The Sports Information Specialist (SIS) and BARC Facility Coordinator will be responsible for the management of media relations for the Department of Intercollegiate Athletics as well as providing oversight and direction for all universities athletic facilities. This is a 12 month position reporting to the Director of Athletics.

SIS duties include, but are not limited to: statistical coverage, developing event programs, press releases disseminating statistics and game summaries in a timely manner, managing the department website and social media initiatives, compiling NAIA/Frontier Conference rosters and academic award nominations, use of statistical software in accordance with NAIA and conference requirements. The SIS will hire and provide appropriate training and oversight of workers to essential for game day operations, statistical management, and web casting production for all events.

Feature stories, event program, marketing resources, and articles will be developed in collaboration with the Montana Western marketing department.

The BARC Coordinator duties include, but are not limited to: custodial oversight, hiring, training and managing workers, operation and oversight of the BARC, light facility and equipment maintenance, event oversight for all activities held in UMW athletic facilities (including Vigilante Stadium). The BARC Facility Coordinator is responsible for all “game day” activities including set up, clean up, and oversight as well as maintaining facility use schedules while providing coordination between all constituents that use the facility (i.e. MYCA, athletics, HHP, community groups). In addition, the BARC Coordinator in collaboration with the Director of Athletics develops a plan for comprehensive facility maintenance and repair.

Required Qualifications
- Bachelor’s Degree required.
- Excellent written and verbal communication skills.
- Knowledge of technology and appropriate computer applications including word processing, website management, social media, video editing, graphics, and event scheduling.
- Ability to perform basic facility and equipment maintenance.
- High energy, enthusiastic, and positive demeanor.
- Must be highly organized, self-directed, and able to multitask with the ability to manage multiple events and activities simultaneously.
- Willing to work flexible, long hours during peak periods.
- Possess strong interpersonal skills and the ability to relate effectively in a dynamic work environment.
• Ability to recruit and provide oversight to building employees.

Preferred Qualifications
• Sports writing experience.
• Web site management experience.
• Athletic facility management experience.
• Photography experience.
• Experience in collegiate athletics.
• Coaching experience.

Application Process
Please send a cover letter, resume, and names and addresses of at least three references to russ.richardson@umwestern.edu or via mail to:

The University of Montana Western
C/O Director of Athletics
710 S Atlantic Street
Dillon, MT 59725

Review of applications will begin June 15, 2016 and continue until the position is filled.

The University & Dillon Area
The University of Montana Western, located in Dillon, MT, is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.