

STAFF VACANCY ANNOUNCEMENT

Sports Information Director / Athletic Facilities Coordinator

Department: Athletics

Position: Full-time

Annual Salary: \$37,000-\$40,000

Union Affiliation: None

Posting Date: November 2021

Description

The Athletic Facilities Coordinator and Sports Information Director (SID) will be responsible for coordinating the use of athletic facilities between the Department of Athletics, Student Activities and Wellness, and Conference & Event Services. Additionally, the position also manages the Department of Athletics media relations efforts. This is a 12-month position reporting to the Director of Athletics.

SID duties include, but are not limited to: responsible for the development, coordination and implementation of athletic media, social media and marketing plans for the intercollegiate sports programs. The individual will be responsible for the athletic website to include design, athletic stories, statistical data, records, and history on current and past University of Montana Western athletes, coaches and administrators. The position requires the individual will be responsible for athletic public relations with the University's Media Relations Office and outside media constituents. The position requires effective communication skills and ability to provide public relations advice and counsel to the Director of Athletics, athletic staff and student-athletes. The SID 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.

The Athletic Facilities Coordinator duties include, but are not limited to: hiring, training and managing game day and sports information workers, operation and oversight of facilities, light facility and equipment maintenance, event oversight (often in partnership with Conference and Event Services) for all activities held in UMW athletic facilities (Bulldog Athletic and Recreation Complex and Vigilante Stadium). The 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 facilities. In addition, the Athletic Facilities 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 calendaring.
- 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 employees.

Preferred Qualifications

- Athletic facility management experience.
- Professional writing experience.
- Web site management experience.
- Photography experience.

Application Process

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

Patti Lake, Personnel Officer
University of Montana Western
710 S Atlantic Street
Dillon, MT 59725

Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

Montana Western is a member of the Frontier Conference of the National Association of Intercollegiate Athletics and the National Intercollegiate Rodeo Association's Big Sky Region. Montana Western sponsors varsity men's and women's teams in basketball, cross country, indoor track & field, outdoor track & field, and rodeo as well as men's football and women's volleyball.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon 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 individuals of any race, color, religion, sex, age, national origin, military service background, and disability status. 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.