

Sports Information Director

College of Saint Mary

College of Saint Mary seeks qualified applicants for the position of Sports Information Director. This is a twelve month, half-time position reporting to the Director of Athletics.

A Bachelor's Degree is required, Master's is preferred. Successful sports information experience preferred, background in statistical reporting, sports journalism, sports management, public relations helpful, a general knowledge of NAIA will be beneficial. A commitment to the educational values is expected.

College of Saint Mary, member of the Midlands Collegiate Athletic Conference invites applications for the position of Sports Information Director. The selected candidate will be responsible for the coordination, planning, organizing of all sports information related activity within the college. Responsibilities include, but are not limited to: release of sport statistics, scores, game summaries, creation of game programs, media guides per sport, marketing materials for Athletics, game promotions, submission for academic and athletic honors, maintaining current and all-time records and statistics, administrative duties required to conduct a quality sports information department. A demonstration to the commitment of the university's mission is expected.

Review of applications will begin immediately with hiring to occur as soon as possible. This position has the possibility of combining with a 15 hour a week Marketing Assistant in order to create a benefits-eligible position at CSM.

College of Saint Mary founded in 1923 by the Sisters of Mercy as a Catholic women's university, it is the only all women's university in a five state area, and one of 60 women's colleges in the United States. Approximately 1,000 students come from all regions of the U.S. and several countries. CSM is located on 25 acres in the dynamic city of Omaha, NE (pop. 750,000) – providing vast cultural, recreational and professional opportunities.

To apply, please use the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=508795>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.