



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Sports Information Director

Do you enjoy all aspects of sports and want to join an amazing athletic team? If so, you might be a perfect fit for our Sports Information Director position. This position is responsible for all aspects of statistical keeping and reporting, Flames social media, creating promotional materials, writing athletic publications, programs, and brochures.

Our Idea of a Perfect Candidate Is Someone Who:

- Ability to take the initiative and work on multiple projects at a time required.
- Excellent oral and written communication skills plus computer proficiency required.
- Prior knowledge of sports staking, Presto platform.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's Degree required, Master's Degree preferred.
- At least two years' experience in sports information.

This Position Is Responsible For:

- Maintain rosters, schedules, season logs and statistics.
- Promote Flames athletic events to local media and social media.
- Be an active participant in all GPAC Conference events and voting.
- Submit awards to the NAIA.
- Maintain athletic records and archives.
- Produce athletic publications.
- Provide supervision at the official scoring table.
- Serve as a spokesperson for athletics.
- Write, edit, and produce athletic publications such as media guides, programs, brochures, schedule cards, and other marketing materials.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Sports Information Director](#)

College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.