

# STERLING COLLEGE

## Job Description

### Graduate/Assistant Sports Information Director

**Reports to:** Reports to Sports Information Director/Athletic Director

#### **Description:**

Sterling College, a four-year private Christ-centered, liberal arts college located in Sterling, Kansas. This is a graduate assistant staff position.

#### **Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

#### **Responsibilities:**

- Experience in sport relations environment; outstanding oral and written communications skills; demonstrated organizational skills; is required.
- Working knowledge of InDesign, Photoshop, Microsoft Word and Presto software
- Knowledge of requirements to be in compliance with all NAIA rules related to this position.
- Demonstrated ability to multitask, organize, and coordinate athletic events.
- Ability to make frequent trips to locations outside of the college area.
- Accurate preparation and maintenance of records and reports is highly preferred.

#### **Essential Job Functions:**

- Must be able to push, pull, and lift a minimum of 50 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.

#### **Education/Experience:**

- Bachelor's degree recommended.

\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.