

DAWSON COMMUNITY COLLEGE POSITION DESCRIPTION

TITLE: Sports Information Coordinator
DIVISION: Athletics
DEPARTMENT: Athletics
STATUS: Part-time (.5), Classified Sports Information
SUPERVISION RECEIVED: Athletic Director
SUPERVISION EXERCISED: Work Study Students, Student Employees

SUMMARY of WORK:

Responsible for the oversight, administration, and promotion of the Dawson Community College athletic programs. Director reports to the Athletic Director.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Coordinate local and national media for the Athletic department working closely with the Director of Marketing and Public Relations to ensure unified message for the college.
- Maintain the Athletic Department website including rosters, pictures, schedules, stats and news for all athletic programs
- Write game recaps and feature stories on students, initiatives or other important department news and distribute to media.
- Create and manage department-wide social media campaign in collaboration with the Director of Marketing and Public Relations and the Dean of Enrollment Management
- Setup film, workers and stats for each game and supervise them during events
- Assist athletic department in game setup and takedown.
- Staffing home and selected away events. Manage home event operations of press box and scorer’s table
- Upload statistics to NJCAA website for home games, work with each head coach to coordinate statistics and proper report for away games.
- Coordinate and/or take photographs for department and college use.
- Post consistent messaging and content on Electronic Messaging Board in town.
- Work with Head Coaches to nominate players and teams for conference and regional awards, polls, honors and special recognition
- Create up-to date game day programs for all home events
- Enhance game-day atmosphere through music, event marketing and promotions
- Assist with live stream of home games and manage DCC Athletic Department film archiving

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- Maintain list of departmental individual and team performance records
- Collaborate closely with the Director of Marketing and Public Relations and Enrollment office
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Performs other duties as required.

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

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- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the required knowledge and abilities is qualifying. Qualified applicants should have or be able to prove the following:

- Three to five years of increasingly responsible technical or administrative experience in athletic or personnel administration activities.
- Demonstrate proven skills in communication to include written and verbal presentations, phone exchanges, and electronic correspondence.
- Proficient in Social Media platforms (Facebook, Instagram, Twitter), Youtube, Keemotion, Gamechanger, Presto Sports, and Presto Stats
- Ability to organize and deal effectively with complex material; act with initiative and use good judgment with minimum supervision; work under pressure and produce accurate and thorough work; organize and maintain accurate and complete records; present information in forms, tables, and spreadsheets; meet tight deadlines with competing priorities; work independently on a broad variety of projects; understand and practice safety procedures and precautions; and identify personnel/management problems and propose possible solutions.
- Skill in use of relevant computer hardware and software applications, modern office equipment. Specifically, this position requires proficiency in Microsoft Excel, Word, or similar software, internet navigation and experience with budget management and calculations.
- Experience with maintaining a high level of professionalism, confidentiality and organization.

REQUIREMENTS:

- Bachelor's degree required Masters preferred
- Three to five years of progressively responsible experience in the administration of an athletic program, or combination of education and experience commensurate with the requirements of this position.
- A knowledge and understanding of Federal Title IX regulations, and the standards and requirements of Region 13 and the NJCAA.
- Ability to interpret, comprehend, and apply complex federal, state, association, and college laws, rules, and requirements.
- Demonstrated ability to communicate effectively in a public setting.
- Demonstrated interpersonal skills.
- A commitment to the goals, standards, and ethics of Dawson Community College, and the ability to effectively communicate and obtain adherence to these concept.

WORKING CONDITIONS: Conditions are generally those of a typical office environment, requiring frequent oral and online communication with coaches, staff, other AD's, and association officials, and the ability to enter data and written

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communications in electronic format in a timely manner. The position requires periodic travel, which may occasionally be under late night and poor weather conditions. Must have a valid driver's license and vehicle or reliable transportation.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- **Completed Dawson Community College application**
- **Current resume**
- **Cover Letter**
- **Copies of college transcripts (original transcripts required, if hired)**
- **Three professional references (names, email addresses, and phone numbers).**

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate. Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age

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Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____