

NOTICE OF VACANCY

POSITION TITLE: Assistant Sports Information Director

SALARY: \$30,000-\$35,000

REPORTS TO: Assistant Athletic Director for Media Relations & NIL

BENEFITS: N/A

POSITION DETAILS: Part-time permanent

HOURS: 25-30 a week (Athletic Schedule)

START DATE: April 2026

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The USAO athletic department is seeking an Assistant Sports Information Director. In this position, the Assistant SID, in partnership with the SID, will be responsible for the management of the University's comprehensive athletic public relations programs through various channels of the media. The Assistant SID will be responsible for the oversight of the distribution of game statistics reporting and assist in the production of department publications. The position requires the ability to work on an irregular work schedule, including evenings, weekends, and holidays. The Assistant SID reports to the Sports Information Director.

RESPONSIBILITIES:

- Assist in supervising all Sports Information support staff for all home athletics contests. Secure necessary arrangements for media, officials, statisticians, and other press box personnel for home games.
- Promote the institutions 13 NAIA sports as part of the athletics program.
- Assist the Sports Information Director in the preparation and distribution of athletic contest statistics, including team and individual performance statistics. Assist in preparing and maintaining accurate statistical data, photo files, and other student information. Assist in the planning and coordination of the preparation and distribution of athletic publications including news releases, game results, and related publications for athletics.
- Assist in updating the Drover Athletics social media pages and website with pertinent and engaging information, while interacting with page followers to positively promote Drover Athletics and student-athletes.
- Adhere to University and NAIA policies and procedures.

- Maintain confidentiality with office and department-related issues.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- A bachelor's degree in a related field is preferred.
- Demonstrated skills and experience using computer software and sports statistics software is preferred but not required.
- Excellent written, customer service, and oral communications skills
- Prior experience in print lay-out, desktop publishing, web page design and sport broadcasting is preferred.
- Experience in capturing/editing photos and videos is preferred.
- Qualified applicants must possess excellent organizational skills, attention to detail, and possess the ability to handle multiple tasks with frequent interruptions.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed "to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education." For more information about USAO, see www.usao.edu.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

Application review begins immediately and will continue until position is filled. Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies,

practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.