STAFF VACANCY ANNOUNCEMENT

Sports Information Director / Athletic Facilities Coordinator

Department: Athletics  
Position: Full-time, 1 year letter of appointment  
Wage: $28,000, full benefit package  
Posting Date: April 2015

Description
The Sports Information Director and Athletic Facilities Coordinator will be responsible for managing media relations for Montana Western’s varsity intercollegiate sports and oversight of Montana Western’s athletic facilities. The position is a 12 month contract reporting directly to the Athletic Director.

Specific sports information duties include, but are not limited to: providing statistical coverage, game programs and press releases for all home athletic contests. Disseminating statistics and game summaries on time. Writing and editing all athletic department media releases. Managing and editing the athletic department website and social media communications. Completion of and reporting pre-season NAIA/Frontier Conference rosters and academic award nominations. The training and support of student workers to provide web casting production for all home events. Using statistical software for football, basketball, and volleyball and for submitting statistics in accordance with NAIA and Frontier Conference requirements.

Feature stories and articles will be worked on in collaboration with the Montana Western marketing department staff.

Specific Athletic Facilities Coordinator duties include, but are not limited to: custodial oversight, hire, train and manage work-study positions, set hours of operation, light maintenance of facility and equipment, set up and clean-up of all events held in BARC and at Vigilante Field, BARC usage schedule and coordination between athletic teams, academic departments, and community and campus groups, and to maintain a year round events calendar for the facility.

Required Qualifications
• Bachelor’s degree required.  
• Excellent written and verbal communication skills.  
• Knowledge of computer applications including word processing, website management and calendaring.  
• Basic maintenance and repair work skills.  
• High energy, enthusiastic and positive demeanor and attitude.  
• Highly organized, efficient time manager, proactive and a self-starter.  
• Willing to work flexible, long hours during peak periods.  
• High level of interpersonal skills and ability to relate well in a diverse setting.  
• Ability to multitask and prioritize multiple events and situations.
Preferred Qualifications

- Sports writing experience.
- Web site management experience.
- Athletic facility management experience.
- Photography experience.
- Experience in collegiate athletics.
- Coaching experience.

Application Process

Please send a cover letter, resume, and names and addresses of at least three references to ryan.nourse@umwestern.edu or via mail to:

The University of Montana Western
Attention Athletic Director
710 S Atlantic Street
Dillon, MT 59725

No phone calls please.

Applications accepted until position is filled.

The University & Dillon Area

The University of Montana Western, located in Dillon, MT, is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.