Do multiple individuals hold this position at one time?  ☑ Yes  ☐ No

Number of positions available: 7

Work Schedule

A student in this position can expect to work varying hours per day, 15 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☑ Sunday ☑ any day of the week.

Hours are available during the following times of the day: as necessary, to meet deadlines.

Department/Position Overview

The Communications and Marketing Office is charged with overseeing the college's web presence, events, media relations activities, brand, marketing efforts and communication activities targeting the campus community and surrounding region; students, employees and friends of the college; potential students; and alumni.

The Sports Information Writer, Recorder will work directly with the Sports Information Director serving the Department of Athletics and Recreation, and specifically serving in a support capacity to the SID office when covering Beloit's NCAA Division III athletics program. The individual in this role will assist with all aspects of the sports information function: recording stats, preparing scripts, writing releases and occasionally, shooting photography.

An ideal candidate would be someone with a real interest in sports information and NCAA Division III athletics. All members of the communications office work on tight deadlines, and this position is no exception. That said, the experience gained - and opportunities offered - are intended to be exceptional. The office wants students who can take this experience and apply it both to the advancement of their studies and their careers.

For more on Beloit Athletics visit www.beloit.edu/bucs.

Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

**Required Training and Skills**
- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Stat Crew, Reason, Dreamweaver, Quark
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: