

Job Summary: This position will oversee all aspects of media relations for each of Shorter University's 19 varsity teams.

Basic Function:

- Compile, maintain and distribute statistical information and records to all outlets – local & national
- Report game information/scores to the NCAA and Gulf South Conference in a timely and professional manner
- Produce and maintain the content that is available on www.goshorterhawks.com and social media; ensuring that it is accurate and up to date
- Assist with game day operations and management for all home events
- Perform other related duties as assigned

Required Education/Experience/Skills:

- Knowledge of Stat Crew and Sidearm Software – or comparable programs
- Knowledge of each sport – rules, language, etc.
- Excellent writing skills
- Well-developed interpersonal skills
- Ability to multitask and to prioritize duties

Preferred Qualifications:

- Master's Degree from a regionally accredited college or university
- Collegiate sports information or communications experience
- Knowledge in InDesign, Photoshop, and video editing software
- Commitment to ensure compliance with all NCAA, Gulf South Conference, and University rules and regulations

Minimum Qualifications:

- Bachelor's degree from a regionally accredited college or university

Applicant must be willing to work nights and weekends and travel as schedules require.

Apply at the following link: <https://home.eease.adp.com/recruit/?id=15630771>

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

Transforming Lives Through Christ