

Calumet College of St. Joseph

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Job Posting: Sports Information Director

Posted on: 02/26/2019

The Calumet College of St. Joseph Athletics Department seeks applicants to fill a full-time administrative position as the Sports Information Director.

The ideal candidate will have the following qualifications: Bachelor degree required with Master's preferred. Prior athletic or coaching experience. Strong written and oral communication skills. High level of computer proficiency including use of social media, Microsoft Office Suite and website management.

The role of the Sports Information Director is to assist the Athletic Director with the management of the Athletic Department including planning and coordination of all athletic activities on campus. The main duties of this position will include online coordination with NAIA and CCAS with coaching and player information. Use of print media, media relations, video broadcasts and photography. Manage recruitment tracking and home game event coordination. Assist with fundraising activities.

Calumet College of St. Joseph is a Catholic, private, liberal arts college sponsored by the Missionaries of the Precious Blood located in Hammond, IN., 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph offers four graduate degrees, 19 bachelor's degrees, including 15 traditional majors, 10 associate's degrees and four accelerated programs. Recognized as a "Best College" for ethnic diversity by *U.S. News and World Report* 2014, CCSJ has an enrollment of approximately 1,000 domestic and international students.

To apply, please send a cover letter stating how your previous experience and qualifications match the position requirements along with a current Resume. Send all to Sharon McGuire, Director of Human Resources via email at smcquire@ccsj.edu. This position will be posted open until filled.