

## **Student Job Description**

Department: Athletic Department - Sports Information      Location: Alumni Gym/Sports Events

Supervisor's Name: Ross LaDue

Please indicate hours/shifts available: Monday - Sunday, daytime and evenings

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

The Sports Information Department and its student workers promote Union College student-athletes through our website and media relations. This position offers an excellent opportunity to improve writing skills and website management.

Duties and Responsibilities:

- Update website with athlete stories and statistics, team rosters and other information
- Assist at athletic events with statistical spotting and media relations
- Office assistance including filing, organizing and archiving information
- Additional duties as needed

Qualifications for the Position:

- Professionalism
- Pleasant and willing attitude
- Attention to detail