Job Description

Job Title: Student Athletics Program Specialist (Sports Information and Intramural Programs)
Job ID: 2895
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Administers one or more aspects of a College athletics program.

- Coordinates development and implementation of information and marketing materials, such as web sites
- Coordinates recreation and intramural programs in support of wellness activities
- Organizes, coordinates, and manages intramural and varsity sports events
- Compiles and reports on statistics for NCAA and CUNY requirements; compiles reports on programs and activities
- Coordinates scheduling of facilities and programs
- Assists management with planning and oversight of various athletics activities
- Performs related duties as assigned.

Job Title Name: Student Athletics Program Specialist

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Director of Athletics, this position serves as the coordinator of all intramural recreation programs for Lehman students and is the public relations contact for all recreation and athletic activities.

The duties and responsibilities of the position will include, but are not limited to:
- Coordinates an array of recreation and intramural programs for the Lehman student body in support of wellness activities.
- Works closely with the Office of Campus Life, Student Health Center, elected student leaders and other campus groups to identify, develop and promote intramural activities to meet student interest and needs.
- Coordinates all media coverage for the College's Intramural Activities and 16 varsity sports.
- Compiles reports on intramural programs and activities.
- Writes, edits and produces recreation and athletics related publications and brochures.
- Develops and maintains the operations, content and appearance of the Intramural/APEX/Athletics website.
- Must have knowledge of and be able to use ICS web site programming and software.
- Writes and publishes weekly and special news releases, schedule cards, game programs and other promotional materials as needed.
- Assists with organizing, coordinating, and managing all intramural sports activities and home varsity events.
- Coordinates the schedules for all athletic teams.
- Serves as the official athletic teams' statistician and use of Sidearm© StatCrew©, an in-game sports scoring and statistics software program, to update team and player statistics on our official website.
- Compiles and prepares statistical reports for NCAA and CUNY on season and post-season games for all teams.
- Works a flexible schedule to include evenings and weekends.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

OTHER QUALIFICATIONS

A Bachelor's Degree in Communications, Journalism, Public Relations, Sports Management or a related field is required. Four (4) years of relevant experience in sports/intramural management, sports information or media relations at a college, professional sports organization or relevant organization required. Must have strong organizational skills with the ability to establish priorities, manage multiple demands and projects, and meet deadlines.

A strong customer service orientation and attention to details are essential, along with excellent oral, written and interpersonal communication, presentation and networking skills. Proficiency using Microsoft Office, especially Word, Excel, PowerPoint, Lotus Notes, or other e-mail and scheduling application required.

Experience with website creation or editing is preferred. Must be an enthusiastic self-starter with the ability to take the initiative, use sound judgment to make decisions and resolve problems. Must work effectively independently and cooperatively with faculty, students, athletes, coaches, staff, the media and its constituents. Evenings and weekend work required.

COMPENSATION

Commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply please log on to www.cuny.edu. Navigate to Careers at CUNY and then log into the applicant tracking program Careers at CUNYFirst and apply online by clicking "Apply Now" and following the instructions.

In addition, to be considered for this position, you must send via e-mail: a cover letter, resume and three references to Dr. Martin Zwiren: Martin.Zwiren@lehman.cuny.edu

Please include in the subject line of the email "Director of Sports Information and Coordinator of Intramural Programs."

CLOSING DATE

Open until filled with review of resumes to begin on June 1, 2010.

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.