



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2017-2018 AWARD YEAR**

1. Name of Position:
Student Sports Information Assistant
2. Supervisor and Department name:
Collin Pregliasco- Kinesiology, Health, and Athletics (KHA)
3. Contact Number:
916-691-7367
4. Location/Room Number:
Community and Athletic Center
5. Number of Positions Available:
2
6. Please Describe the Job Duties:
<p>1. <u>Updating Social Media</u> a) Pregame b) In-game c) Postgame d) Special interest stories e) Team and individual achievements f) Link Athletic Website press releases g) Highlight videos h) Interviews</p> <p>2. <u>Photography</u>: a) Taking photos at home events 1a) Photos for press releases & for social media posts</p> <p>3. <u>Writing Press Releases</u>: a) Game recaps b) team and individual achievements c) creating special interest stories</p> <p>4. <u>Updating Websites</u> a) Input/ update roster b) Input bios c) Press releases and photos d) Interviews e) Updating bios and statistics</p> <p>5. <u>Marketing and Communications</u> a) On-campus promotions b) off-campus promotions c) Viewing parties d) Design promotional materials e) Create videos to promote assigned sports and CRC Athletics</p>
7. Any Specific Job Requirements or Skills Preferred (e.g. computer, filing, GPA, coursework):
<ul style="list-style-type: none"> • Enjoys athletics • Strong work-ethic and willingness to learn • Strong communication, organizational, and interpersonal skills to interact effectively with coaches and student-athletes • Availability to work night and weekend games • Must be a fast learner and not afraid to ask questions • Ability to retain and follow detailed instructions given both verbally and in writing • Detail-oriented, dependable, punctual, and self-reliant • Ability to multitask • Strong organizational skills with ability to work independently, to be resourceful, to set priorities, and to complete assignments in a timely manner • Ability to maintain confidentiality • Self-motivated and has some knowledge of athletics • Ability to work well with others • Flexibility to adapt to situations when necessary
8. List Days/Hours Needed, Unless It's Flexible:
Flexible