Sports Information Communications Specialist (Pool)

(Review: June 21, 2017)

(Job #17-55) Public Affairs/Communications Specialist I, Sports Information Communications Specialist (Pool), $16.86-27.35/hour. Appointments are typically made at the beginning of the salary range. The Athletics Department is creating a pool of temporary, intermittent hourly employees who are available to work on an as-needed basis in the classification of Public Affairs Communication Specialist I.

Position Summary:
Under the lead oversight of the Assistant Athletic Director of Communications, this position performs varied communication assignments related to public affairs, media relations, publications and athletic marketing. The specialist develops, plans and executes media relations campaigns for assigned sports and coordinates media-related event management. The specialist works to complete projects related to media guide publications and social media campaigns.

Duties: Will be responsible for, but not limited to, the following duties:
- Develop, plan and execute media relations strategy for athletics program and maintain its consistency with university policies and ideals.
- Event-management related to media relations for sports as assigned.
- Develop and maintain the media relations campaign for electronic and print media for assigned sports and the Student Athletic Advisory Committee. This includes publications, press releases and videos.
- Direct volunteers, interns, student assistant and event staff, coordinating statistical reporting, post-game interviews and producing game-day publications/handouts.
- Assist Assistant AD, Communications with event management as needed.
- Coordinate scoreboard mechanics in Lumberjack Arena and Redwood Bowl as needed.
- Prepare Media Guides which includes Team Rosters, Player Biographies, Team Records, Opponents Notes, All-Time Rosters, Year-by-Year Results as well as other media publications that may be needed.
- Coordinate social media campaigns.
- Other media-related duties as assigned.

Minimum Qualifications:
Education & Experience: Bachelor's degree in public relations or a related communications field and two years of experience in an office/business setting working on sports information, public relations or a related field (internship experience considered).

Knowledge, Skills & Abilities:
Sports statistical program StatCrew; solid foundation in grammar, spelling and the composition of various communication vehicles; fundamentals of public affairs and media relations; computer software applications including word processing, spreadsheets, data management and Adobe Creative Suite; interview techniques; effective verbal and written communication skills; story development and journalistic writing skills; advanced editorial skills; effectively use web technology to achieve communication goals; ability to communicate effectively with a diverse population; must be able to work in a multi-task, fast-paced environment and meet multiple deadlines.

Preferred Qualifications:
Experience with photography; knowledge of applicable University and National Collegiate Athletic Association infrastructure, policies and procedures. Environment/Physical/Special: Typical office environment majority of time (50%), evening work for specific games (20%) with some outdoor work (30%) dependent upon the specific in-season sports schedule. Sitting for prolonged periods; some light-to-moderate lifting/event preparation is necessary. Requires night and weekends as dictated by sports schedules.

(Continued on reverse)
Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- HSU Employment Application;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-55) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Wednesday June 21, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 0800

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.