

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Athletics Office Assistant (Media Relations/Marketing) **DEPARTMENT:** Athletics

DATE: August 2017

SCHEDULE: Temp., Part-time Various days and times including holiday breaks, nights and weekends

REPORTING SUPERVISOR: Athletics Administration

FLSA: Non-Exempt

JOB FUNCTION: Assist athletics department personnel in hosting Drury athletic events by preparing game-day materials, coordinate and conduct promotions during events as well as providing logistical support before, during and after events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	33%	As assigned	Type and photocopy game-day rosters, putting together game-day programs, prepare promotional materials
2.	33%	As needed	Assist in updating promotional materials such as the Fanthers App and other electronic media, assist in data-entry on the official athletics website, organize game photos in electronic files for use in publications, promotional materials and social media.
3.	34%	As needed	Performs various organizational, business, and office functions before during and after events.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to follow instructions and perform job under a variety of lead supervisors.
2. Ability to greet the public and perform customer relations with patrons (fans, students, visitors, visiting teams, officials, media, sponsors in addition to team and league personnel).
3. Must represent the O'Reilly Family Event Center in a positive manner and be able to respond to customer requests or questions.
4. Must be prepared to work outside during inclement weather if assigned to certain positions.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 30 pounds.