Position Title: Sports Information Assistant  
Department: Athletics  
Search #21-41A

The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven’s colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University’s West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than $300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: Campus tour given by students and an overview message from President Steve Kaplan.
SEARCH DESCRIPTION:

The University of New Haven is accepting applications for the position of Sports Information Assistant. This is a part-time position with the selected candidate assigned to assist the Associate Director of Athletics for Strategic Communications in the promotion and publicity of the University of New Haven’s student-athletes, coaches, athletic alumni, and special athletics events. The position will interact with various constituency groups both internal and external to the University.

CORE DUTIES:

- Act as primary athletics communications contact for assigned sport(s). Maintain on-going communication with coaches of assigned sport(s).
- Manage the creation of game day materials, i.e. game programs, game notes.
- Write and edit press releases for distribution to media and post on the department’s web site.
- Promote student-athletes for weekly, monthly and yearly awards in the NE10, region and nationally.
- Report information and statistics to governing athletics bodies such as the NCAA, NE10 and sport Coaches Associations.
- Compile and disseminate season statistics for assigned sports.
- Assist in maintaining organized photo files.
- Assist in managing general updates to the athletics website.
- Serve as the official statistician at home athletic events.
- Assist with the setup and breakdown of sports information game day related needs, including elements of the live broadcast.
- Assist in maintaining current and historical statistics, schedules and rosters for assigned sports.
- Research, compile and update season and career school records and update digital record books for assigned sport(s).
- Assist with research, compiling and maintaining Hall of Fame nomination database for yearly selection process.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Bachelor’s degree required.
- Strong writing, editing, communication and organizational skills.
- Extensive knowledge of athletics statistics and statistical software programs.

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:
If you have the qualifications we are looking for, and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter and resume which will remain confidential to HRDept@newhaven.edu and reference search #21-41A.

If you have any issues with this submittal, please contact us at HRDept@newhaven.edu.