This person reports to the Assistant Athletic Director for Operations and Facilities. This position will provide vision and leadership relevant to all athletics communication and sports information for Occidental's 20 intercollegiate sports.

- Provides information and services to the campus community, general public, and media regarding Oxy Athletics teams as well provides information to SCIAC, NCAA and other agencies as necessary.
- Responsible for all aspects of game day operations as well as communication to opposing teams visiting our campus. It is a priority for Oxy Athletics to maintain the highest standard while hosting events on our campus.
- Manages the athletics website and social media pages including content, layout, posts and updates.
- Manages live streaming for home events
- Hires, trains, manages and mentors student workers and other personnel for game day operations and other responsibilities.
- Maintains and updates departments records and archives.
- Serves on the Hall of Fame Committee and provides support for the annual event.
- Co-Chairs The Oxy’s Committee and provides support for the annual event.
- Must be proficient in all software and live stream programs relative to the position.
- Excellent written and oral communication skills.
- Other duties as assigned.

DEPARTMENT RESPONSIBILITIES

1. Adhere to, and enforce, all policies and procedures of Occidental College and Occidental Athletics as well as rules and regulations of the NCAA and SCIAC.
2. Follow the department’s spending plan and be fiscally responsible.
3. Attend and participate in departmental staff meetings, divisional meetings and college functions deemed essential.
4. Actively support a diverse and inclusive environment in Occidental Athletics.
5. Be an ambassador of Occidental Athletics and its core values.
6. Contribute to the ongoing culture of Occidental College and its mission.
QUALIFICATIONS

A Bachelor’s degree is required, Master’s degree preferred. The qualified candidate should ideally have experience in sports information, event management and communications, preferably at the collegiate level. Candidates must have a strong commitment to the academic achievement of student athletes, good communication, organizational skills, and the ability to work amiably with students, coaches and other members of the campus and local community.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by State or Federal Law. We strongly encourage all underrepresented candidates, especially women and underrepresented persons of color, to apply.