

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: **ASSISTANT DIRECTOR OF OPERATIONS & MEDIA RELATIONS**
Search #1275JAN
Full time, Professional Position, Letter of Appointment

DEPARTMENT: **Athletic Department**

DATE TO START: As soon as possible after filled

STARTING SALARY: Dependent upon education and experience

Montana State University Billings is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

MSU Billings Yellowjacket Athletics program is a member of the Great Northwest Athletic Conference (GNAC) and competes at the NCAA Division II level with men's and women's varsity teams in basketball, soccer, cross country, indoor track and field, outdoor track and field, tennis and golf, as well as women's volleyball, women's softball, and men's baseball (17 sports).

DESCRIPTION: The Assistant Director of Operations and Media Relations reports to the Director of Operations and Media Relations and is responsible for those activities that promote and facilitate the development of a positive image for the University's intercollegiate athletic teams, student-athletes, and coaches. In addition, the person in this position oversees the set up and management of each home athletic event, as assigned. More specifically, the Assistant Director of Operations and Media Relations responsibilities include, but are not necessarily limited to the following:

- Actively promoting and publicizing all aspects of the athletic program
- Establishing and maintaining effective contacts with local, regional, and selected national media representatives and outlets, including radio, television, newspapers, and internet sites
- Ensuring that all source material about the athletic program is accurate and in accordance with university, departmental, conference, and NCAA policies
- Planning and implementing a media relations program designed to produce favorable local, regional, and national publicity about MSU Billings Athletics
- Continually reviewing various news media to assess the public and media reaction to all aspects of the Yellowjacket Athletics program
- Planning and coordinating all Athletic Department publications, including schedule cards, posters, brochures, media guides, game programs, newsletters, advertisements, etc.
- Planning and coordinating published materials which will assist in the recruitment of student-athletes and help promote attendance at home athletic contests
- Actively promoting the Athletic Department, teams, student-athletes, and coaches to the on-campus community through various media including the MSU Billings student newspaper, Yellowjacket website, etc.
- Updating campus reader boards and other means of campus advertising
- Maximizing media exposure for MSU Billings student-athletes, coaches, and teams
- Initiating, writing, and circulating sports-oriented material, feature articles, news releases, and post-game stories for the media and on the Yellowjacket website
- Advising coaches and student-athletes on public information policies and procedures of the athletic program, the University, and the NCAA
- Coordinating and maintaining a system of files and record keeping of statistics, sports news, clipping, photos, and Athletic Department historical and biographical libraries
- Gathering statistics for monitoring and reporting the performance and progress of all student-athletes and teams for conference awards, NCAA awards, and other recognized award programs
- Working closely with the Sports Editor of the Retort (MSUB student newspaper) to provide effective coverage of all Yellowjacket athletic events
- Providing necessary statistics and media materials for all opposing teams and their media outlets as requested
- Coordinating the updating of the athletics website in a timely and professional manner
- Making recommendations for and effectively managing the media relations budget
- Engaging the University community by participating in campus activities, such as faculty meetings, staff meetings, and other similar opportunities to build relationships to impact the athletic program in a positive manner

- Coordinating and supervising work study, volunteer, part-time, and graduate assistant workers who perform media relations, statistics, bench crew, or game management duties
- Ensuring that courts and fields are properly prepared according to specifications of each sport and supervising set up and tear down for each home athletic event
- Monitoring game operations, supervising staff, and resolving problems that occur
- Coordinating the collection and distribution of game statistics for home athletic events
- Ensuring that all home athletic events are staffed adequately
- Coordinating with the Director of Athletic Department who oversees corporate sponsorships that the relevant benefits associated with the department's corporate partnership program are fulfilled
- Coordinating with the appropriate assignors to schedule sports officials/referees for all home athletic contests
- Coordinating the radio and/or web advertisements for basketball game broadcasts, the Yellowjacket Sports Show radio and/or web broadcasts, and all other radio and/or web advertising
- Coordinating all radio and/or web broadcasts, radio and/or web feeds to and from Billings, and all simulcasts via the internet
- Assisting the Director of Intercollegiate Athletics and coaches in scheduling travel arrangements for the Yellowjacket teams
- Assisting the Director of Intercollegiate Athletics with planning, implementing, and managing the departmental budget, as requested
- Assisting the Director of Intercollegiate Athletics with developing, implementing, and revising the department's strategic plan, as requested
- Performing other duties and responsibilities as assigned by the Director of Operations and Media Relations and the Director of Intercollegiate Athletics

REQUIRED QUALIFICATIONS:

- Bachelor's degree in communications, public relations, or related field from an accredited university or college
- Demonstrated computer expertise, including word processing, website management, database management, and publications software skills
- Demonstrated experience in intercollegiate sports statistics
- Willingness to work non-traditional hours, including evenings, late nights, weekends, and holidays
- Demonstrated effective oral and written communication skills
- Demonstrated advanced knowledge of grammar, spelling, and language usage
- Demonstrated strong human relations skills in dealing with student-athletes, university personnel, members of the media, corporate sponsors, boosters, and members of the on-campus and off-campus communities
- Demonstrated strong organizational skills
- Demonstrated ability to solve problems effectively
- Demonstrated ability to meet short deadlines
- Demonstrated ability to operate a comprehensive intercollegiate media relations/sports information office within budget parameters

- Demonstrated experience with athletic events management

PREFERRED QUALIFICATIONS:

- Master's degree
- Demonstrated media relations experience
- Demonstrated experience with managing personnel
- Demonstrated thorough knowledge of NCAA Division II rules and regulations

REVIEW DATE: Applications received by **February 15, 2012**, will be given preference review; however, the position is open until filled.

APPLY: Submit: (1) a **Cover Letter** addressing the above qualifications/skills; (2) **Resume**; (3) a **List of Three Professional References** including names, addresses, and phone numbers; and (4) the **Authorization for Background Check Form** (available at <http://www.msubillings.edu/humres/forms/Authorization%20Background%20Check%20A%20Check.pdf>) to:

Human Resources Office/EEO-AA Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the **MSU Billings Crime Statistics of Specified Crimes** is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, 310 McMullen.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).