

JOB DESCRIPTION – STATISTICIAN/OFFICE ASSISTANT

Office of the Director of Sports Information

POSITION TITLE: Statisticians/Office Assistant

SUPERVISOR: Sports Information Director (SID)

FUNCTIONS: To assist the SID with team statistics and daily office duties

Primary functions include:

- 1) game statistics
- 2) word processing and data entry on office computer system.

RESPONSIBILITIES:

Attend all home games of assigned sport
Data management & word processing
Update Web site as needed
Perform other clerical duties as assigned

POSITION REQUIREMENTS:

Must be available nights and weekends, some afternoons
Must attend all home games of assigned sports

QUALIFICATIONS:

Experience or training in game statistics preferred
Computer, word processing and data entry skills
Highly responsible and accurate
Ability to work as a team & with limited supervision
Ability to learn and take directions
Writing skills preferred

Career Services

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