SPORTS INFORMATION/MARKETING REPRESENTATIVE
JOB #CCC902
$3,436 - $4,165 per month

The District pays employee’s portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: June 30, 2014
CLOSING DATE: July 24, 2014
POSITION LOCATION: Cypress College – Physical Education
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m., Monday through Friday
Normally scheduled Monday-Friday, but may require work on evenings and weekends, depending upon events and department needs. Daily starting and ending times may be irregular; shift may vary from day-to-day depending on programmatic requirements.
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for the planning and organizing of a variety of marketing and public relations activities to promote interest in athletic programs and events. Perform public relations activities to promote awareness of athletic programs and events. Write, edit, prepare, and distribute sports press releases promoting team or athlete achievement for college and local newspapers, radio, television and website; announce game schedules for local media. Attend games to track game scores and statistics; relate game events to the media; maintain current statistics, records, letterman lists and other information for each team. Direct photography activities at sports events; take photos and maintain current photo file of team and individual athletes for publicity purposes. Design, write and edit press information brochures, booklets, press guides and programs for distribution to media, colleges and universities; maintain poster schedules for teams. Assist with travel arrangements for athletic teams; participate in preparation and coordination of athletic events as directed. Perform marketing duties; develop volunteer support and participation in athletic program activities such as jobs, awards, scholarships, group meetings with coaches, parents night and ticket promotions; coordinate Hall of Fame awards evening; secure sponsors to develop, coordinate, and present fund raising events. Represent the Athletic Department at various community and media functions; prepare and present oral presentations concerning sports information, athletics and academics; attend athletic events on and off campus. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Associate Degree in journalism, marketing, public relations or related field. Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Plan, organize and participate in a variety of marketing and public relations activities to generate interest in athletic programs and events; write, edit, prepare and distribute press releases and a wide variety of information; use a camera to take publicity photos; analyze situations accurately and identify an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; to establish and maintain effective working relationships.

Knowledge of: District organization, policies and objectives; rules, strategy, technologies and terminologies related to intercollegiate sports; principles and techniques of preparing, producing and disseminating public information; principles and techniques of establishing and maintaining positive public and community relations; marketing and public relations techniques.
Licenses and Other Requirements: Position requires a valid Driver's License. Incumbent may be required to commute between sites. All employees driving, personal, leased, or district-owned vehicles for District related activities must certify possession of a valid Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

WORKING CONDITIONS
College or District office environment, athletic stadiums and events, and locker rooms; subject to driving to a variety of locations to conduct work; extensive standing. Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

WORKING RELATIONSHIPS
The Sports Information/Marketing Representative maintains frequent contact with coaches, athletes, and media representatives.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED: Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. Copy of official/unofficial transcripts: Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3. Copy of valid Driver’s License: Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applicants may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC902, Sports Information/Marketing Representative, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before July 24, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.