Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Sports Information Office Staff</th>
<th>Job # Available:</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Cyrill Parham, Director of Sports Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Athletics - Sports Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Wesley West Athletics House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Information:</td>
<td><a href="mailto:Cyrill.Parham@wesley.edu">Cyrill.Parham@wesley.edu</a>; 302-736-2450</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Duties:
- Input live statistics during home athletic events
- Update social media and create graphics
- Help set up and tear down equipment for events
- Possible public address duties and announcing opportunities
- Office duties including game program design, content creation, etc.
- Other duties as assigned by Sports Information Director

Special Abilities/ Skills:
- Ability to learn quickly and adapt to changing situations
- Good attention to detail
- Basic sports knowledge
- Strong Computer Skills
- Must have a sense of humor

Work Schedule:
- Varies- Home athletic event hours (nights and weekends) as well as office hours
- Individual work schedules will be arranged around the employee’s class schedule.

Additional Comments:
- Knowledge of volleyball, basketball, lacrosse and baseball/softball a plus
- Adobe Creative Suite knowledge a plus