



JOB DESCRIPTION INSTRUCTIONS

Name of Position: Athletic Statistician

Department: Athletics

Campus Location: Richard L. Jantz Stadium/Stewart Field House/Broadway Recreation Complex

Supervisor: Scott Nuss

Length of Contract: Academic Year 2017-18

Pay Rate: Minimum Wage

Job Purpose: Assist the Sports Information Director with in-game statistics and proper distribution of post-game box scores to coaches and media. Will also submit statistics to the NAIA following competition. Work is seasonal and by sport. Evenings and weekends required.

Job Responsibilities:

- Ensure accurate in-game tracking of player statistics for both teams during athletic competitions.
- Distribution of statistics to coaches and media following games.
- Submission of statistics to NAIA following competition.
- Enter game stats into Dakstats or Stat Crew software.
- Other duties as assigned.

Qualifications:

- Knowledge and familiarity of statistical rules pertaining to a variety of sports.
- Familiarity with statistical software (Dakstats, Stat Crew) and laptop computer systems.
- Ability to pay attention to detail.
- Excellent communication skills.
- Highly motivated with ability to function as a self-starter.
- The ability to maintain a professional appearance and demeanor.
- Ability to work well with others.
- Willingness to work evenings and weekends.
- Ability to work between 15 – 20 hours per week
- Flexible schedule
- Previous experience preferred.

Skill Development Areas:

- Customer Service to Coaches and Media Members.
- Multitasking
- Time Management

Evaluation:

Students will be evaluated on an annual basis by the Sports Information Director based on their performance in the stated Job Responsibilities and development in the Skill Development Areas listed.