



POSITION ANNOUNCEMENT

Sports Information Coordinator

(Non-Classified /Full-Time Position, De Queen Campus)

RESPONSIBILITIES INCLUDE:

The Sports Information Coordinator (SIC) is responsible for managing and promoting the athletics programs at UA Cossatot. The SIC plays a key role in coordinating communications, media relations, and marketing efforts to enhance the visibility and reputation of the college's athletic teams. This position is also responsible for broadcasting all basketball contests and assisting with soccer broadcasting. This position requires strong organizational, communication, and technical skills, as well as the ability to work flexible hours, including evenings and weekends. Above all, this position will work closely and collaboratively with the Chancellor's Office, College Relations, UA Foundation, and Athletics to maximize the reach and potential of the Colts' brand.

REQUIREMENTS:

- Associate degree or higher
- Have a firm understanding and/or experience with college or high school athletics
- Must possess the ability to travel extensively and be away from home nights and weekends
- Strong social media and press release writing skills
- Proficiency/understanding in/of statistical software and content management systems

SALARY RANGE:

\$40,000 range, with final salary determined by education and experience. Annual compensation package includes an excellent benefits package with group health, dental, and life insurances, short- and long-term disability insurances, retirement plan with employer matching, paid annual and sick leave, and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated resume, and copy of unofficial transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATIONS

Friday, January 24, 2025

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, select the "About" link, select "Employment Opportunities", then select "View Available Jobs – External Applicants" link to see all current position postings. Find Job Requisition **R0066659**, then click the blue "Apply" link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search "Find Jobs Internal" in the search box to view all open positions
3. Once you have submitted an application, click "My Applications" to view the status

Call (870) 584-1104, (870)-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer.