



JOB DESCRIPTION: ASSISTANT SPORTS DIRECTOR

To apply or for more information, contact the KWVA General Manager
cnissr@uoregon.edu

PURPOSE

To assist the Sports Director in sports programming in the KWVA news department

PRINCIPLE FUNCTIONS/REQUIREMENTS

I. Administrative Duties

- Assist with producing a sports news/talk program that focuses primarily on the sports that KWVA will cover and secondarily on Oregon athletics
- Assist with coordination of sports reports for local/campus news program
- Assist with coordination of KWVA sports play-by-play, including working with goducks.com and the Oregon Sports Network to assure KWVA is carrying unique programming
- Assist with promotion of KWVA sports programming
- Maintain standards for KWVA sports
- Sell a percentage of KWVA sports underwriting as determined in an agreement with the Marketing Director;
- Attend weekly news department meetings, as necessary;
- Attend weekly staff meetings

II. Clerical Duties

- Maintain an archive of KWVA sports programming
- Maintain paper work associated with underwriting for KWVA sports programming
- Help the Sports Director prepare a sports programming schedule for the Programming and News Departments
- Help the Sports Director write a quarterly department reports to be submitted to the News Director

REPORTS TO

KWVA Sports Director

ELIGIBILITY

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms.

COMPENSATION & TIME COMMITMENT

- Student Stipend: \$40 month
- 20% commission on sports sponsorship sales
- Requires approximately 10 hours a week

EOE/AA/ADA

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