



Statistical Recorder Key Duties

Classification: Part-Time

SUMMARY

The statistical recorder will analyze and record individual and team data pertaining to Canada West sports.

The Canada West Universities Athletic Conference currently has seventeen full member universities. The conference is affiliated on the national level with the U SPORTS.

Will report to the Associate Director, Communications and Marketing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and manage conference statistical platforms.
- Continuously monitor data and ensure any errors are corrected.
- Work with SIDs to ensure stats are being collected and submitted correctly.
- Keep up to date on changes in statistical scoring rules.
- Preparing final summary reports from league and championships events for record.
- Perform other duties as assigned by the Managing Director and Board of Directors.

QUALIFICATIONS

Candidates for this position should be very detailed-oriented and have a thorough understanding of all Canada West sports. Exhibit strong communication skills. Demonstrate an expertise in computer literacy. Have the ability to work well with Sport Information Directors and Athletic Directors.

EDUCATION and/or EXPERIENCE

Bachelors degree preferred

Working experience of sport in 1 to 2 years

ACCOUNTABILITY

The Statistical Recorder reports to Associate Director, Communications and Marketing.

TO APPLY

Applicants should send one email with resume and letter of interest, in confidence, to rocky.olfert@canadawest.org

Open until filled.