

Assistant Athletic Director for Communications  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=237973>

Downloaded On: Jun. 30, 2024 8:42am

Posted Jun. 20, 2024, set to expire Oct. 20, 2024

**Job Title** Assistant Athletic Director for Communications  
**Department** Athletics & Recreation  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jun. 20, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Public Relations/Marketing  
Athletics

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Athletic-Director-for-Communications\\_RQ28158](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Athletic-Director-for-Communications_RQ28158)

**Apply By Email**

**Job Description**

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**Job Title:** Assistant Athletic Director for Communications

**Salary Range:** Commensurate with experience

**Department:** Athletics & Recreation

**Reports to:** Assistant Vice President and Director of Athletics and Recreation

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### **Essential Responsibilities:**

- Adhere to and enforce all policies and procedures of the Department of Athletics & Recreation and the University as well as the rules and regulations of the Middle Atlantic Conference (MAC), MAC Freedom, the NCAA, and other authorities that may legitimately influence the intercollegiate athletics program.
- Complete all required departmental and institutional training and certification programs and participate actively in available professional development opportunities.
- Represent the athletic department on university-wide committees and at meetings as necessary.
- Write and disseminate various documents such as press releases, newsletters, information about our 25 intercollegiate teams, marketing materials, digital event programs, and athlete of the week nominations.
- Oversee all athletic-related social media networks and provide a wide variety of content including videos, game day postings, and feature stories.
- Oversee all aspects of department web streaming and provide broadcasting services that are highly professional and coordinated with the latest technologies.
- Maintain a photo library system and ensure that an appropriate supply of photographs is shared with each head coach to satisfy student-athlete requests.
- Compile team statistics for all intercollegiate sports.
- Collaborate with coaches in monitoring team record books and build an online resource in this area that is updated regularly.
- Serve on the Athletics Hall of Fame committee and assist with organizing and running the induction ceremony. Additionally, help organize all end-of-the-year athletics awards (MVP, Coach's Award, special awards, etc.).
- Provide score reporting and other required information to national, regional, conference, and local organizations.
- Supervise the athletic communications manager and the creative content and digital media coordinator.
- Serve on the athletic department's senior administrative staff council to assist in formulating departmental policies and procedures; departmental decision-making; and general oversight of department operations.
- Perform all other duties as assigned by the Assistant Vice President and Director of Athletics and Recreation.

### **Qualifications:**

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### Education

- Bachelor's degree required; master's degree preferred.

### Experience

- 3 years or more experience working in an athletic communications office in a college setting is strongly preferred.

### Specific Skills:

- Communicate effectively and professionally, including written, interpersonal, and public speaking.
- Must be willing to work early mornings, evenings, weekends, and holidays.
- Ability to appropriately manage full-time, part-time, and student staff and provide mentorship, growth opportunities, and an enjoyable work environment.

### Specialized Licenses

- First Aid, CPR, and AED training certification required.

**Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students, faculty and staff of all races and genders. We are an NSFa ADVANCE institution committed to equitable practices and policies and strongly encourage applications from qualified women and minority candidates as well as veterans and individuals with disabilities.**

### **Department**

Athletics and Recreation

### **General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.



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### Still Have Questions?

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

### EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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