

**Athletic Communications Manager  
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=242775>

Downloaded On: Apr. 2, 2025 6:32am

Posted Aug. 6, 2024, set to expire Jul. 12, 2025

**Job Title** Athletic Communications Manager

**Department**

**Institution** Stevens Institute of Technology

Hoboken, New Jersey

**Date Posted** Aug. 6, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

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

Athletics

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Athletic-Communications-Manager\\_RQ28309](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Athletic-Communications-Manager_RQ28309)

**Apply By Email**

**Job Description**

**Essential Responsibilities:**

- Adhere to and enforce all policies and procedures of the Department of Athletics & Recreation and University as well as the rules and regulations of the Middle Atlantic Conference and MAC Freedom, the NCAA, and other authorities that may legitimately influence the intercollegiate athletics program.
- Write and disseminate select press releases, weekly articles and features, team reviews and previews, brochures, event programs, monthly calendars, and other information.
- Collaborate with the Assistant Athletic Director for Communications to develop, implement and oversee social media strategy for the promotion of the department and the student-athletes.

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- Design and produce promotional materials to support all intercollegiate home events.
- Work with conference office and national governing bodies of assigned sports to nominate student-athletes for weekly and season awards.
- Oversee areas of game day operations to include public address announcing, in-game statistics, webcast production, setup and breakdown of the facility, supervision of game day student staff, and other responsibilities as assigned.
- Compile team statistics for intercollegiate sports assigned each season.
- Collaborate with coaching staff of assigned sports in monitoring all team records and milestones.
- Assist in managing all facets of the department website ([www.stevensducks.com](http://www.stevensducks.com)).
- Assist with score reporting to national, regional, conference, and local bodies.
- Help maintain photo library system.
- Assist with department archives.
- Active participation in the College Sports Communicators organization, including nominating student-athletes for Academic All-America recognition.
- Perform all other duties as assigned.
- Complete all required departmental and institutional training and certification programs and participate regularly in available professional development opportunities.
- Maintain membership on department's promotions committee to enhance school spirit and increase interest in and attendance at intercollegiate athletic events.
- Serve on Stevens' Athletics Hall of Fame committee and record and archive all meeting minutes.
- Responsible for representing the department on university-wide committees and at meetings as necessary.

### **Qualifications:**

#### Education

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

#### Experience

- Two years of experience in an intercollegiate athletics setting is strongly preferred.
- Certification in First Aid, CPR, AED is required, but training will be provided as needed.

#### Specific Skills:

- Communicate effectively and professionally, including written, interpersonal, and public speaking.

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- Familiarity with NCAA statistical services including NCAA Live Stats and Stat Crew and others, as necessary.
- Working knowledge of Adobe Creative Suite software (Photoshop, InDesign)
- Must be willing to work early mornings, evenings, weekends, and holidays.

**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.**

### Contact Information

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

### Contact