

Assistant Director, Sports Information (Broadcasting & Multimedia) (AD-SIBM)

Job Summary: The Assistant Director, Sports Information (Broadcasting & Multimedia) aids the Assistant Athletics Director for Communications with all aspects of communication for a robust NCAA DII level athletics department. Housing 30-plus varsity-level sports, 24 of which compete at the NCAA DII level, the Royals hold 130 national championship trophies and compete across six different conferences.

The position is responsible the creation and effective execution of overall multimedia and video production strategy across all aspects of the athletics department and being a primary contact for some sports. Sports will be determined based on the skill level and experience of the selected applicant. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities include:

- Create original video content for the Queens University Sports Network (QUSN).
- Oversight of QUSN game day video streaming and in-game production.
- Oversight of the use of technology for video streaming purposes.
- Log, manage, and organize large amounts of video and media
- Serve as the primary communications contact for assigned sports, handling writing and editing press releases, producing game notes and programs when needed, updating team information with the NCAA, conference office, and on the website, and awards nominations.
- Oversee game day operations from the communications arm of the department for assigned sports.
- Assist in coordinating daily media relations tasks for assigned sports.
- Generate content for the athletics web site (queensathletics.com) that is designed to promote the overall message of the Athletics department.
- Travel with sports programs at the discretion of the Assistant Athletics Director for Communications.
- Establish, cultivate and maintain effective working relationships with members of the media to ensure optimal coverage of student-athletes and Athletics department as a whole.
- Assist in the department's marketing efforts, including video production and other elements.
- Represent the department and the University, both internally and externally, on various committees as appropriate.

Non-Essential Duties

- Other duties and special projects may be assigned to meet department or university needs

Experience, Knowledge and Skills Required

- 1-2 years' experience in an intercollegiate athletics communications office (including as a student assistant or intern).
- Strong computer skills along with excellent written and oral communication skills. Knowledge of AP style.
- Ability to follow-up and follow-through to ensure completion of challenging goals and objectives.
- Ability to work both independently and collaboratively towards team objectives.
- Ability to balance multiple priorities in a dynamic work environment.
- Proficiency with various software, including Adobe Creative Suite, Microsoft Office Suite

- Experience scoring games with StatCrew software is strongly preferred.
- Experience with Sidearm Sports or similar content management system is desired.
- Experience as a primary sport contact in an NCAA Division I, II or III athletics communications setting preferred.
- Willingness and ability to work nights and weekends and travel at times with assigned teams to achieve objectives of the position.
- Bachelor's degree required, preferably in communications, sport management or journalism or an equivalent combination of education and experience.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**AD-SIBM**” and **YOUR NAME** in your email Subject Line.

(**Example:** AD-SIBM Shawn Mullin)

Applications received by January 15, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible,

reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time

Work Conditions

- Work is performed outdoors and indoors, in athletic facilities and office environments, involving contact with students, faculty, staff, parents, service providers and vendors
- Work has deadlines, interruptions, and may be stressful at times
- Work regularly involves nights and weekends and travel, primarily by bus and personal vehicle
- *The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*