

Assistant Director, Athletic Communications

Summary: The Assistant Director, Athletic Communications works with the Assistant Athletics Director for Communications on all aspects of communication for Queens' robust, NCAA DII-level Royals athletic teams. Queens houses 32 varsity-level sports teams, holds 143 national championship trophies, and competes across six different conferences. The position is a primary contact for several assigned sports, which will be determined based on the 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:

- Serve as the primary communications contact for assigned sports, handling writing and editing press releases, graphic design, and social media communications. Oversee game-day operations from the communications arm of the department for assigned sports.
- Assist in coordinating daily media relations tasks for sports assigned
- Serve as the primary manager of the department's social media efforts, particularly regarding student engagement.
- Serve as graphic design lead
- Develop and produce creative content (graphics and video) for department's social media accounts
- Generate content for the athletics web site (queensathletics.com) that is designed to promote the overall message of the Athletics department.
- 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
- Represent the department and the University, both internally and externally, on various committees as necessary and 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.
- Photography, videography, and video editing skills preferred
- Proficiency with various software, including Adobe Creative Suite, Microsoft Office Suite
- Experience working with Stat Crew or NCAA Live Stats software
- Experience with Sidearm Sports or similar content management system
- Experience as a primary sport contact in a collegiate athletics communication setting preferred.
- Willingness and ability to work nights and weekends and travel regularly with assigned teams to achieve objectives of the position.
- Bachelor's degree, 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.

Include the following:

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

Be sure to include "**AD-ACFEE**" and **YOUR NAME** in your email Subject Line.

(**Example:** AD-ACFEE Shawn Halbert)

Submissions received by July 16, 2021, will receive first consideration. Queens will continue to accept submissions 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)*

QUEENS UNIVERSITY

of
CHARLOTTE

- *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:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% 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 – 50-75% 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 out-of-doors and in 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 some travel, primarily by bus and personal vehicle

This 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.