

Position: Director for Athletic Communications, Athletic Department
Full Time Position

Summary Description: Reporting to the Director of Athletics and Recreation, the Director for Athletic Communications manages the sports information program for all intercollegiate athletic teams. The Director for Athletic Communications will oversee the compilation of accurate statistics for intercollegiate athletics and disseminate timely information to maximize media visibility. This position requires knowledge of athletics and sports information, as well as excellent public relations skills, writing ability, basic web design, web based content management and desktop publishing. The Director for Athletic Communications must be able to manage several projects simultaneously with a high degree of organization. This position must also be able to coordinate with staff and manage student assistants to cover multiple events simultaneously.

Description of Duties/Responsibilities:

Essential Functions

1. Abides by all applicable NCAA, athletic conference and Spring Hill College policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Notifies the Compliance Coordinator or Director of Athletics of any suspected NCAA rules violations.
3. Works with the Athletic Director to ensure maintenance of accurate statistics for intercollegiate sports teams and dissemination of timely information to maximize media visibility for athletics.
4. Attends home athletic events as required or requested to ensure accurate statistical record keeping and to serve as liaison between coaches and the media; oversees the sports information game staff or team representative to ensure accurate statistics and coverage of all other home and away events.
5. Works with the Graphic Designer and the respective coaches to publish quality media guides in a timely manner. Develops and distributes brochures and team schedules to appropriate audiences.
6. Works with the Webmaster to maintain an up-to-date College athletic web presence, posting game stats within 24 hours after completion of competition.
7. Cultivates and maintains effective relations with local, regional, and student-athlete hometown media to enhance the College's image. Promotes Badger Athletics in the local and regional media including print, TV, and radio.
8. Writes, edits, proofreads and distributes press releases, public service announcements, media advisories, and other correspondence to appropriate news outlets regarding campus and athletic activities.
9. Receives the media and visiting SIDs as the College's official representative for home games for sports. Ensures that rosters and, when appropriate, media packets and programs are prepared for these same teams' home games.
10. Organizes, maintains, and updates accurate records and individual and team statistics. Compiles annual statistics for each team at season's end within established guidelines.
11. Gathers information, stats and photos for and coordinates the publication of digital media guides for various teams and posts media guides on the athletics website.
12. Maintains a consistent schedule depending on season and communicates his/her schedule with the Athletic Director and athletic staff as necessary.
13. Submits accurate scores and statistics to appropriate officials and agencies of the NCAA, and athletic conference offices (SIAC, GSC) within established timelines.
14. Posts to and updates all official SHC Athletics social media sites and management for multiple accounts across a variety of platforms; editing videos (season previews, game highlights, etc.); and designing of game day programs, flyers and similar material within guidelines established by the Athletic Director and the Communications Office.
15. Creates and maintains a centralized archive of all past and current athletic records, memorabilia, photographs, and Hall of Fame information.
16. Schedules and manages photo shoots for team and individual pictures, media guides, game programs, and brochures.
17. Directly managing setup, live production and breakdown of webcast equipment;

18. managing student-worker schedules and coverage of home athletic contests including press box and press row.
19. Accurately submits all required or requested nomination materials for any suitable recognition or accolades, including but not limited to College Sports Communicators Academic All-American, and NCAA, SIAC and GSC end-of-year honors for athletes and coaches.

Marginal Functions

1. Serves on assigned departmental or college committees.
2. Assists with department events and activities as requested by the Director of Athletics.
3. Operates office machines such as copier, facsimile and printer.
4. Takes photos at athletic events.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to perform job duties in accordance with FERPA and HIPAA.
3. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
4. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Director of Athletics prior to taking action.
5. Ability to perform the physical demands of the position including but not limited to ability to access all venues hosting intercollegiate games or contests.
6. Ability to communicate interpersonally and work collaboratively with a team, as well as an independent contributor both within the athletic department and across campus.
7. Ability to work independently and meet deadlines.
8. Ability to effectively hire, train, coordinate and supervise student workers and game table staff.
9. Knowledge of NCAA compliance rules which affect Sports Information and Publications, Social Media, and athletics websites.
10. Ability to work in a fast-paced, deadline-driven environment, with an emphasis on multi-tasking and working within a team environment while filling a variety of roles, especially on game day
11. Knowledge of all applicable trademark, copyright, and libel laws and requirements.
12. Knowledge of Internet and Social Media best practices as they relate to college athletics.
13. Knowledge of Sports Information practices and the ability to implement effective communication strategies with local and regional sports media and athletic personnel.
14. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office, website content managers, and StatCrew.
15. Knowledge of basic principles of administration, management and supervision.
16. Excellent interpersonal, written and oral communication skills.
17. Willingness to travel and work at various hours when required or requested.

Qualification Standards:

Education: Master's Degree preferred, Bachelor's degree in journalism, communications, sports management or related field.

Experience: At least five years of experience in Sports Information or related field required. Sports writing, web content management and sports statistics experience highly desirable.

Licenses: Valid driver's license with approval from College's insurance provider.

Other: This position is also subject to a criminal history background check and any applicable drug testing.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Review of applications begins immediately; position open until filled. To apply, please send your cover letter, resume, and three professional references to; Franney Schulz at fschulz@shc.edu