

Example of Associate Athletic Director Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate athletic director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate athletic director

- Responsible for the University's Athletics Department compliance with all NCAA rules & regulations
- Generate and implement effective operating procedures and administrative systems to ensure proper institutional controls
- Serve as primary athletic public relations contact for men's basketball and additionally assigned sport(s) by contributing to the development of marketing and promotions plans, communicating with media, providing website updates, writing articles, producing recruiting materials, recording and updating statistics
- Manages the compilation of all video footage for men's basketball and additionally assigned sport(s) for recruiting, and marketing videos, game highlights, interviews and press conferences
- Ensures the completion of and provides creative direction of other video projects for men's basketball and all other sports
- Responsible for all aspects of assigned sports game management to include live video streaming, game notes, managing media requests, assigning personnel for in-game statistics, and managing operations
- Provides media coverage of community relations events conducted or attended by our athletic teams and other related projects as assigned
- Assists with production and content of video boards by producing video spots, graphics along with other marketing-related duties as requested
- Develop and monitor Ram Athletic Fund operational budget

Qualifications for associate athletic director

- Appreciation and understanding of Creighton University's mission and the ability to effectively communicate it
- Ability to lift heavy objects, stand for long periods, work in various environmental conditions, and assist injured individuals on / off playing surfaces
- Ability to work autonomously take direction as needed
- Possess proven skills in budget preparation and fiscal management, and the ability to prepare financial statements and financial analysis reports for the Director and Deputy Director of Athletics
- Preferred to have experience in athletic facility financial planning and/or capital project planning and execution
- Make administrative/procedural decisions and sound judgments