Our company is looking to fill the role of athletic communications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for athletic communications

- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, the athletic department website, social media, newsletters, television shows and internet and television game production
- Develops and maintains a strong and productive relationship with both print and electronic media
- Communicate the student-athletes' experience, which requires knowledge of their biographies and personal stories
- Collaborate with the marketing team on special projects to inspire attendance to athletic events
- Supervise student and full-time interns
- Represent the University on a high professional level, with dignity, integrity, and strength of character
- Support the University's mission and core values as a contributing member of the University's community
- Supervise data entry and tracking of in-game and cumulative statistics
- Assist in game day operations with duties included, but not limited to, live stats, scorer's table/press box staffing, and preparation of game day scripts
- Assist in the planning, promotion and organization of departmental special events

Qualifications for athletic communications

- Outstanding written communication skills and
- Bachelor's degree in a field such as journalism or communications or equivalent experience required
- Ability to work independently lead projects
- Seven years of full-time experience in a field of professional or collegiate athletic communications or ten years of equivalent experience in a field of public communications
- Three years of experience working in a collegiate athletics communications office