



Example of Athletic Communications Job Description

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Our company is growing rapidly and is hiring for an athletic communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for athletic communications

- Designs and edits media/recruiting guides and game programs
- Maintaining Concordia University Wisconsin's athletics social media accounts – @CUWFalcons – (Facebook, Instagram, Twitter and YouTube)
- Oversee ECAC's extensive weekly, postseason and academic awards program, including maintaining a positive working relationship with committee members
- Preparation for fall, winter, and spring championship selection and serve as staff liaison for assigned championships
- Maintain sports information files
- Other duties as assigned by Manager of Athletic Communications or Director of Athletics
- Responsible for staffing home events for assigned sports, including production of game programs, overseeing statistical staff, and performing public address announcing (if necessary)
- Maintains accurate records for GoRedFoxes.com (including rosters, schedules, and statistics)
- Maintains historical database for assigned sports
- Files statistical reports with conference & national offices

Qualifications for athletic communications

- Must have excellent oral, written/editorial and interpersonal communication skills

- 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
- Ability and willingness to travel and work nights and weekends as necessary are required
- Master's degree, preferably in English, journalism, communications, sports administration or similar field
- Experience working in a college athletics communications office preferred