



Job Title	Athletics Events and Game Day Coordinator
PVN ID	QC-1507-000603
Category	Research
Location	QUEENS COLLEGE
Department	Athletics & Recreation
Status	Part Time
Annual Salary	\$15,000.00 - \$25,000.00
Hour(s) a Week	0.00
Closing Date	Sep 06, 2015 (Or Until Filled)

General Description

Queens College (NY), an NCAA Division II institution and a member of the East Coast Conference invites applications for the Event and Game Day Coordinator in the Athletic Department. This entry level position will ensure all facility, team and administration need for all varsity home games and special events. Serve as a liaison with the community and clubs on campus to promote and enhance the positive image of the athletics department and college. The Event and Game Day Coordinator reports to the Director of Athletics Communications and will be an integral member of the athletic department's external relations team.

Other Duties

- Assist head coaches with the organization, promotion, marketing, and community involvement of camps and clinics.
- Assist the Assistant Athletic Director for External Relations with the annual athletic golf outing, annual hall of fame dinner, homecoming, and other fundraising and awareness events.
- Assist the Director of Athletic Communications with press releases, media guide, social media, and other publications.
- Serve as the official game administrator for home contests, tournaments, and special athletic events

as assigned.

- Serve as athletic department liaison with visiting teams and officials.
- Assist the Director, Game Operations before, during, and after all Knights home games in presenting and executing a high level, high energy game experience that is memorable for fans.
- Assist in the writing and maintenance of game scripts as well as the production of game night content such as halftime contests.
- In conjunction with the Athletic Department and the newly created Office of Student Athletic performance, this position will assist in the development and implementation of a comprehensive marketing and promotional plan to attract more students to athletic events.
- Oversee game contracts and coordinate the logistics for home game events as assigned.
- Represent the University and Athletic Department at internal and external events in the interest of the Athletic Department and personal, professional development.
- Be responsible for understanding and adhering to all East Coast Conference, NCAA and CUNY rules and regulations.
- Be self-motivated, have the knowledge and strong interest in college athletics, game production, social media and digital marketing.
- Be required to attend games and events and work extended hours, including occasional nights, weekends and holidays.

Qualifications

Bachelor's Degree required. Minimum two (2) years of experience in educational, not for profit or the athletic environment as a full-time, part-time, graduate assistant or paid intern. The selected candidate must have excellent interpersonal, organizational, and communication skills. Applications are currently being accepted and interviews will begin immediately. Submit resume and references at <http://www.rfcuny.org>

The Queens College department of athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 19 varsity sports at the NCAA Division II level, with the Knights competing predominantly in the East Coast Conference. Queens

College's department of athletics encourages all student-athletes to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. For more information on athletics, please visit www.queensknights.com.

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report America's Best Colleges (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More info on Queens College at www.qc.cuny.edu. Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.