
Job Title	Director of Athletics Communication
PVN ID	QC-1710-002140
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Department of Athletics and Recreation
Status	Full Time
Annual Salary	\$38,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jan 08, 2018 (Or Until Filled)

General Description

Queens College (NY), an NCAA Division II institution, and a member of the East Coast Conference invite applications for the Director of Athletics Communications in the Athletic Department. This position handles leading strategic communications and comprehensive public relations for Queens College Department of Athletics 19 NCAA Division II varsity sports programs. The Director of Athletics Communications reports to the Assistant Athletic Director/External Relations and will be an integral member of the athletic department's external relations team. The successful candidate will:

- Manage and supervise the Event and Game Day Coordinator, ensuring all promotions, on-campus and special events are being performed and completed to the highest of standards.
- Serve as the primary liaison to the media and ensure the timely dissemination of accurate information, including news releases, event results and statistics for varsity programs.
- Manage strategic informational, marketing and promotional efforts with coaches, athletic administrators, external relations team members, and campus constituents.
- Provide digital media support, including strategic website updates, social media, video and digital asset management. Manage, coordinate and monitor all media relations social media posts; Serve as media relations liaison with athletics website provider (Presto Sports).
- Work with the appropriate coaches and professional support to conceptualize, design, produce and distribute print, electronic and video material such as media guides, recruitment publications, game programs, and email updates.
- Write and edit news releases, game notes, and feature releases. Maintain and update history and record books; manage team rosters, statistics, records and photo archives; Manage and edit the athletics website.
- Design systems and protocol to ensure efficient and effective strategic and proactive communications operations, including collaborating with the Queens College Office of Communications and Marketing.
- Be responsible for meeting deadlines and coordinating multiple tasks effectively and efficiently.
- 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.

Other Duties

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.

Qualifications

Must have a Bachelor's degree and an active CoSIDA membership, a minimum of four (4) years of experience in intercollegiate media relations/sports information, at least one (1) year of experience in a direct supervisory role preferred. The successful candidate must have basic understanding of Microsoft Office Suite; at least one year experience in athletic web site design and/or management; NCAA statistical data and reporting systems, including automated StatCrew software.

This position is full-time and includes benefits.

Applications are currently being accepted and interviews will begin immediately. Submit resume and references at <http://www.rfcuny.org>.

Qualified applicants should submit two published writing samples (web or print) to AthleticsInfo@qc.cuny.edu. An additional writing sample is expected to be created during the in-person interview.