

Seward County Community College
Structured Compensation - Job Description
Assistant Director of Athletics for Communications

Data Year: 2018

Prepared On: 09/16/2018

Department:	Athletics	Grade:	10
Reports To:	Dir of Athletics	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	15
Approved By:	K Trzaska	Effective Date:	08/07/2018
		Revised Date:	09/16/2018

Role:

The Assistant Athletic Director for Communications is responsible for dissemination of information pertaining to the promotion and performance of the athletic department.

Through the posting of information to the athletic website, management and oversight of program media guides, and social media, as well as providing athletic department information for the alumni newsletters and the athletic department performance reports, this role is central in the overall management and integrity of public information reflecting the college. The assistant athletic director is responsible for creating content for and assemble production plan for SaintsVision Scoreboards and Seward County Sports Network broadcasts.

The Assistant Athletic Director for Communications will manage fleet travel arrangements for all athletic team travel. Additional responsibilities include assisting the athletic director in the development and implementation of athletic department fundraising events in conjunction with the Saints Booster Club and the SCCC Foundation.

The Assistant Athletic Director for Communications will manage event operations including the setup and cleanup of necessary equipment. Fill in for the Athletic Director in his physical absence including supervising coaches and athletic department employee team members.

The Athletics Department Secretary will report to the Assistant Director of Athletics for Communications.

Essential Functions & Responsibilities:

- E 25% Provide leadership and supervisory support to Director of Athletics in all day-to-day operations including but not limited to filling in for Director of Athletics in their absence and also attending NJCAA meetings and other athletic related functions if the Director is unavailable. Manage event operations and communications strategy including setup and cleanup of necessary equipment, coordination of promotional events, and scheduling of event staff and facilities as well as other duties necessary to operate athletic events. Supervise the day-to-day work of student assistants in sports information office and supervise the athletic event staff.
- E 20% Writes and edits athletic department news releases and updates.
- E 15% Publicizes athletic department events and programs by coordinating efforts with the respective coaches, Director of Athletics, and SCCC Executive Director of Marketing and Public Relations.
- E 15% Create graphics & content for athletics website, SaintsVision scoreboards, and Seward County Sports Network broadcasts.

Seward County Community College
Structured Compensation - Job Description
Assistant Director of Athletics for Communications

Data Year: 2018

Prepared On: 09/16/2018

E	10%	Designs, implements and manages the Athletic web site and other web-based functions including statistics.
E	10%	Sell advertising for athletic department media guides, score tables, and videoboard while assisting with game buyout management and oversight.
N	5%	Perform other duties as assigned by the Athletic Director.

Performance Measurements:

1. To design, implement and manage the athletic website with current information
2. To keep the service area citizens informed about the athletic programs
3. To write or edit athletic department news releases and updates
4. To publicize athletic department events, programs, and coordinates those efforts with the respective coaches, Director of Athletics, and SCCC Executive Director of Marketing and Public Relations
5. To promote the athletic programs through involvement within the community and Saints Booster Club
6. To organize, develop, and construct content for SaintsVision and Seward County Sports Network
7. To sell advertising for athletic department media guides, scorers tables, SaintVision, and SC Sports Network
8. To attend monthly Athletic Department and All Team meetings as well as quarterly Booster Club meetings
9. Effectively manage Athletic Department staff in event of Athletic Director absence.
10. Maintain positive relations with visiting coaches, players, and staff when serving as event manager.

Knowledge and Skills:

Experience	Two years of similar or related experience in public relations required, with experience in collegiate athletics preferred.
Education	A Bachelor's degree in athletic administration, public relations, or related field is required. Master's degree preferred.
Interpersonal Skills	Ability to effectively communicate (orally and written). Obtain cooperation (internally and/or externally) as a means of establishing and expanding athletic and alumni information outreach and community education programs.
Other Skills	Proficient in the use of Microsoft Office applications, creative programs such as Adobe, and web development software, and in the use of the internet and e mail for electronic communication and research purposes. Ability to manage websites and electronic social media using more than one software program; to design, edit, and arrange for publishing/distribution of printed publications; to learn additional software packages the college may acquire.
Physical Requirements	Physical requirements are based on an 8 hour office work day. The day will vary during games and other events accordingly.

Seward County Community College
Structured Compensation - Job Description
Assistant Director of Athletics for Communications

Data Year: 2018

Prepared On: 09/16/2018

Sitting for a period of 1 hour at one time with a total of 2 hours
Standing for a period of 2 hours at one time with a total of 5 hours
Walking for a period of 30 min at one time with a total of 1 hour
Lifting up to 50 lbs. occasionally
Carrying up to 20 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding up to 5 hours daily
Exposed to marked changes in temperature, moving equipment, and dust fumes and gases occasionally while driving for games or competitions

Work Environment Work environment will be in a climate-controlled building; will be exposed to extreme weather conditions such as heat/cold, wind during sporting events; and will be required to travel.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature