



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Assistant Director for Athletic Communications

Location: Erie

Department: Athletics

Reports To: Assistant Athletic Director

Full/Part Time: Full-Time

Closes: Open until filled

PIMARY DUTIES include, but are not limited to the following:

- Contributing to the Athletics department website and all social media platforms, with content typeranging from written, graphic design and multimedia/video
- Being directly responsible for all publicity efforts in select sports including writing, editing and distributing all press releases; social media management for multiple accounts across a variety ofplatforms; editing videos (season previews, game highlights, etc.); and designing of game day programs, flyers and similar materials
- Management of student employees and game-day event staff for all home games for assignedsports in a professional setting
- Assigning and supervising student staff to assist with in-game responsibilities (scoreboard, publicaddress, statistics, etc.), in-game updating of social media platforms and score reporting
- Communicating with and soliciting media for event coverage and feature stories on student-athletes, teams, and other department milestones and accomplishments
- Planning and implementing historical archiving, as well as maintenance of photography database
- Completing conference, regional and national award applications to recognize coaches andstudent-athletes from assigned teams and programs
- Compiling, disseminating, and maintaining sports statistics for assigned teams, including servingas official scorekeeper for all home games
- Directly managing setup, live production and breakdown of webcast equipment
- Travel with teams as necessary, primarily for postseason contests
- Other duties as assigned and necessary

KNOWLEDGE, SKILLS, ABILITIES:

- Bachelor's degree, preferably in communications, sports management, journalism, audio-visualcommunications, or related field
- Experience working in an athletic communications office at an NCAA college or university
- Strong organizational, writing, interpersonal and communication skills
- Familiarity with social media platforms and current trends in the industry
- Working knowledge of Windows and Macintosh computers and operating systems
- Strong background with Adobe Creative Suite software
- Ability to work in a fast-paced, deadline-driven environment, with an emphasis on multi-taskingand working within a team environment while filling a variety of roles, especially on game day
- Strong knowledge with StatCrew
- Effort: Frequently required to lift and carry equipment and materials weighing up to thirty pounds.
- The scope of the position frequently requires extended workdays and work weeks, includingweekends, holidays, as well as overnight, out-of-town travel.
- Be a team- player and will have a commitment to the goals of liberal arts higher education andspecifically the mission and values of Mercyhurst University and the Sisters of Mercy.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.