

## **Mercyhurst University Job Description**

**Job Title:** Assistant Director for Athletic Communications  
**Department:** Athletics  
**Location:** Erie  
**Reports to:** Assistant Athletic Director  
**VP:** Vice President for Student Life  
**Classification:** Administrator  
**Status:** Full-Time  
**Term:** 12 Month  
**Updated:** May 2019

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

- Contributing to the Athletics department website and all social media platforms, with content type ranging 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 of platforms; 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 assigned sports in a professional setting
- Assigning and supervising student staff to assist with in-game responsibilities (scoreboard, public address, 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 and student-athletes from assigned teams and programs
- Compiling, disseminating, and maintaining sports statistics for assigned teams, including serving as 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-visual communications, 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-tasking and 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, including weekends, 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 and specifically 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 St  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

This is a clearance required position. All applicants must be eligible to work in the United States.

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.