



Athletic Communications Assistant (full-time, 35 hours/week)

Athletics

Position 102079

Position Summary: Provide high quality internal and external communications support, organization and promotions for the Athletic Department. Assist with the departmental website and provide game-day, statistical and media relations support for 25 varsity athletic teams.

Essential Responsibilities Include: Assist with press releases to local and national media, coordinate media contacts, produce game programs and brochures for various sports, hometown awards reporting/releases. Provide immediate post game stats and results to visiting coaches upon request, provide coverage at home games in order to ensure proper statistical record keeping, statistical database maintenance, provide stats/summaries upon request, maintain student-athlete information records. Assist the Assistant Athletic Director of Communications with departmental website management and updates. Assist with video filming and editing for website stories and features. Assist with marketing and promotional efforts for varsity sports. Provide support for Senior Banquet, Orientation and Odyssey Day presentations among others.

Minimum Qualifications: Bachelor's Degree with at least one (1) academic year of experience working in an athletic setting. Experience as an undergraduate student employee can be used to satisfy this requirement.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102079 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

Office of Human Resources, 170 Leahy Hall

620 Michigan Avenue, NE

Washington, D.C. 20064

(202)319-5050 FAX (202)319-5802