



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

**Athletics**

**Position 102084**

**Position Summary:** Provide high quality internal and external communications support, organization and promotions for the Athletic Department. Manage the departmental website, social media effort, and provide game-day, statistical, and media relations support for twenty five (25) varsity athletic teams.

**Essential Responsibilities Include:**

**Media Relations Coordinator:** Press releases to local and national media, coordinate all media relations, produce game programs and brochures for all 21 sports, hometown awards reporting/releases. Work with coaches, staff and on-campus offices to ensure accurate information is available and dispersed through proper channels including various athletic conference and NCAA offices.

**Statistical Management:** 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 all student-athlete information records.

**Website Management:** On a daily basis maintain up-to-date, accurate information that is available to website users, including but not limited to game stories, hours of operation, schedules, roster maintenance, staff directory, departmental announcements, archives, photos, press releases, feature stories, etc.

**Office Management and Supervision:** Delegate tasks accordingly to current assigned graduate assistant, hire work-study students and Communications Assistant, and oversee training and daily work. General maintenance of athletic communications office to ensure proper record keeping and information dispersal.

**Marketing and Promotions:** Coordinate social media, marketing and promotional efforts for varsity sports with support of a Communications Assistant position.

**Game Day Productions & Equipment Maintenance:** Coordinate all game day productions, including streaming video, audio, and live stats. Regularly check equipment relevant to game day activities to maintain proper functioning/usage.

**Compliance:** Ensure compliance with national, local, university, NCAA, Landmark, NEWMAC, and conference laws, regulations, standards and codes. (Note: The violation of NCAA and conference rules is prohibited and may result in disciplinary action up to and including termination.

**Minimum Qualifications:** A Bachelor's degree is required with two (2) years of experience working in a college athletics communication role. 1 year of prior supervisory experience is preferred.

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](mailto:CUARecruitment@cua.edu). Reference position 102084 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*