

Assistant Athletic Director for Operations and Media

Position Summary: The Assistant Athletic Director for Operations and Media will oversee the day-to-day communications and media relations for the athletics department, and will oversee and support all aspects of the management of athletics facilities and events while supporting game-day operations for home sporting events, as well as scheduling athletic facilities.

Position Responsibilities:

1. Manage and maintain gobattlers.com, the athletics department website (Alderson Broaddus is a Sidearm client).
2. Serve as the University's primary liaison between the athletic department and all print and electronic media on a local, regional and national level.
3. Write and edit various department communication materials, including but not limited to; press releases, game notes, individual athlete and coach biographies and content for the website.
4. Maintain statistics for all sports, working in-game for all home events and tournaments and handling other information as needed for road games. Provide pre- and post-game information to fans (programs) and media (statistical results).
5. Maintain historical records, statistics and photographs among other important department information.
6. Support and oversee nominations and promotion of student-athletes and coaches for awards, including weekly conference honors.
7. Event operations for sports at various home athletics and community facilities.
8. Facility manager of all athletics facilities; generating work orders, managing Musco Lighting System; create facility rental agreements; submitting deposits for facility rentals; scheduling practices and games; creating and distribute internal/external events calendar; and serving as point of contact for all facilities in use.
9. Perform regular inspections of venues and facilities to determine the need for maintenance and repairs.
10. Other duties as assigned by the Athletic Director.

Qualifications:

- Bachelor's degree required, Master's preferred, preferably in journalism, communications, public relations, sport management or any related field.

- Knowledge and/or previous experience in NCAA Division II athletics, standards, rules and regulations.
- Proficiency in Statcrew statistical software or similar (Presto or NCAA Genius) for every team sport.
- Proficiency in web content editing via Sidearm or Presto and desktop publishing, including MS Office Applications and Adobe Premier software (InDesign and Photoshop).
- Strong communication skills, both verbal and written.
- Ability to supervise and work with college student staff while maintaining a professional attitude.
- Well-developed interpersonal skills.
- Must work evenings and weekends.

Application Process:

To apply please submit a letter of interest, resume, and three professional references, in **one PDF packet** to **hr@ab.edu**. Review of applications will begin immediately and will continue until the position is filled.

Alderson Broaddus University is a health-related and professional educational institution firmly rooted in the liberal arts. Alderson Broaddus University is located in Philippi, WV, and is affiliated with the American Baptist Churches, USA. Alderson Broaddus University is an equal opportunity employer and encourages applications from minority candidates.