

Assistant Director, Athletic Communications

Requisition Number: STFR000160

Division/College: Athletics

FT/PT: Full Time

Grade: 10

Position Summary:

Under general supervision of the assistant athletic director for communications and in conjunction with the goals and vision of the athletic director, the assistant director of athletic communications supports a communications program that successfully promotes Northeastern student-athletes, coaches and athletics in all appropriate venues and that increases both public participation in, and local, state and national recognition of, Northeastern athletics. The successful candidate will assist the assistant director of athletics in managing the day-to-day operations of the athletic communications office, including the hiring, scheduling and supervision of office personnel; assist with the editorial supervision of all publications, as well as the department website; directly handle all aspects of media relations for multiple sports and pitch stories to provide positive publicity for the department and the university; assist with budget management; and complete other administrative duties as needed.

Qualifications:

Bachelor's degree in communication, marketing, public relations, broadcasting, journalism, advertising or closely related field required; masters degree in a related field preferred. Two years experience as a professional, graduate assistant or student assistant required, five years preferred, in athletic communications, communications, marketing, public relations or broadcasting. Experience in athletic communications, while not required, is strongly preferred.

Additional Information:

Code: NEU638

To be considered for this position please visit our web site and apply on line at the following link: Careers@Northeastern

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