

## Position Vacancy Announcement

### **ASSISTANT ATHLETICS DIRECTOR FOR ATHLETIC COMMUNICATIONS** Intercollegiate Athletics – Student Affairs

Bowling Green State University

#### **Position Summary**

This individual serves as the chief media relations director for Intercollegiate Athletics. This includes, but is not limited to:

- Serving as the department's primary spokesperson
- Acting as managing editor for all publications and the Athletics' website
- Managing the athletic media relations staff
- Serving as primary media liaison for BGSU Athletics

#### **Essential Duties, Tasks and Responsibilities**

Direct media relations for the department's 18-sport athletic program, including direct day-to-day involvement with the football and men's basketball programs

- Coordinates and schedules daily interviews for key ICA personnel.
- Coordinate and schedule interviews for BGSU student-athletes.
- Travel with BGSU teams as needed to handle media relations.
- Prepare "game notes" packets for assigned sport(s).
- Maintain statistical records for season and historical purposes.
- Serve as a liaison to NFL and NBA organizations as they scout and sign talent from BGSU, maintaining a relationship with the former athlete through their professional organizations.
- Produce media guides and game programs and assist in production and planning of schedule cards, ticket applications, and schedule posters.
- Serve as University liaison with other institutions that we play as needed.
- Serve as media host for all home athletic events.
- Approve media credential requests as needed.
- Serve as department spokesperson in crisis situations.
- Serve as liaison with University Marketing and Communications.
- Manages two-full time staff members, two graduate assistants and several student assistants.
- Prepare, develop and manage budgets.
- Carry a cell phone and be available to media and athletics staff at all hours, including holidays.

Oversee the Athletics website

- Responsible for daily updates to the [www.bgsufalcons.com](http://www.bgsufalcons.com) website.
- Establishment for guidelines for information updates, etc.
- Maintain photographic inventory for all 18 programs including scheduling of professional photographers. Do necessary work in Photoshop to allow usage in all printed publications and website which need different formats for each usage.

Responsible for managing University's broadcast partnerships.

- Serve as primary media relations contact for ESPN and other networks when making arrangements for BGSU games.
- Serve as primary contact with Falcon Sports Properties for radio network relations.
- Schedule non-contracted coaches to appear on weekly football and men's basketball coaches to promote their programs.

Attends meetings and represents the Department on committees and planning groups. Performs other related duties.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

## **Knowledge, Skills or Abilities**

- Understanding of media relations and dealing with journalists.
- Knowledge of the field of public relations and its relationship to external success.
- Organizational skills.
- Understanding of other external related functions in athletics including marketing, development, and licensing are desirable.
- Presentational skills and abilities.
- Work under intense deadlines.
- Ability to work with strong leaders who must perform and be judged in the public eye.
- Interpersonal communication skills, both oral and written.
- Ability to lead a project from conception to implementation and successful conclusion.
- Work with Netitor publishing software.
- Skills in computers include web design and desktop publishing. InDesign and Photoshop experience.

## **Minimum Qualifications**

Bachelor's required. Three years experience in athletic media relations or media relations. Includes experience in development of publications, websites, desktop publishing and maintaining a day-to-day working relationship with the media. Must have and maintain a valid driver's license and be insurable with the University's Office of Risk Management.

## **Salary**

Full-time, Administrative staff position. Administrative grade level 16. Salary is commensurate with education and experience. Full benefit package available.

## **To Apply**

Submit letter of application, resume, and contact information for three professional references to:

Office of Human Resources (J-61234)  
100 College Park Office Building  
Bowling Green State University  
Bowling Green, OH 43403

(Final candidates will be required to submit official transcript(s) and letters of recommendation.)

Review of applications will begin on September 19, 2008 and continue until position is filled.

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.*

*We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States.*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*