



Assistant Athletic Director for Communication

Full time, 11 or 12 months
Anticipated hiring range \$58,000-\$63,000

Reports to: Director of Athletics

Statement of Mission and Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The mission of the Houghton University Athletics Department is to glorify God by educating and developing men and women leaders who compete with excellence, lead by character, and exemplify Jesus Christ in our world.

The successful candidate in this position will strategically share stories, activities, and accomplishments of Houghton teams, coaches, student-athletes, and alumni to internal and external audiences through a wide variety of communication vehicles in order to expand the department's platform for ministry and enhance the visibility of the University. The position also works closely with other athletic administrative staff and coaches to provide support for the Director of Athletics in areas of scheduling and facility management, budget management, personnel decisions, and student-athlete wellness.

Essential Functions:

- Department Communication and Sports Information
 - Set strategy for marketing, branding and communications and oversee department adherence to brand and logo usage policies
 - Social media planning and management
 - Writing for post-game stories and department news and events
 - Website management
 - Team roster management
 - Administration of student-athlete/team postseason nominations
 - Oversee all photography and video production for website and social media
 - Work with conference and national offices
 - Maintenance of stats and information archives
 - Community engagement and outreach/provide direction to Student Marketing Club (game day experience)

Additional duties (dependent upon qualifications) could include:

- Lead and Direct NCAA compliance:
 - Rules education for athletes, coaches and campus community
 - Administration of NCAA compliance forms
 - Maintaining eligibility paperwork and team rosters
 - Violation reporting
 - Maintain playing and practice season declarations
 - Maintain Name, Image and Likeness policies and applications
 - Gather data for and submit required NCAA annual reports
 - Attend meetings with the Athletic Advisory Board Committee.
- Manage all game day productions:
 - Supervise all student workers and staff for all home events (statistics, announcing, video broadcasting, ball runners, etc.)

- Manage all technology specific to home events (sound systems and music, cameras/streaming)
- Specifically provide and enter statistics during game days for some teams (TBD)

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Collaboration: Ability to collaborate with departments across campus and coordinate submission of annual reports to national organizations.
- Communication: Ability to communicate creatively and strategically using a wide array of media.
- Teamwork: Ability to lead and work in a team setting.
- Decision making: Ability to make decisions independently.
- Organization: Ability to meet strict deadlines and maintain organized processes and systems for archived data, reports and forms.
- Pace: The pace of the job changes depending on the time of year. Must be able to balance multiple tasks at one time and delegate work to assistants.

Minimum Qualifications:

- Possess a personal Christian faith that is reflected in one's professional and personal life with a sincere respect for and an agreement to live in harmony with the doctrines and positions of The Wesleyan Church, A Vision for our Common Life, and Behavioral Expectations of the University.
- Minimum of Bachelor's degree required (Master's degree preferred)
- Previous sports information work preferred
- Ability to work nights and weekends
- Competent with computer technology and software and understand new and emerging technologies
- Video and photography skills
- Knowledge of a variety of sports and statistics

Houghton University is a Christ-centered, liberal art and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.