AUBURN
Human Resources

Asst Dir I, Athletic Communications

Job Description

JOB INFORMATION

Job Code	BB25A
Job Description Title	Asst Dir I, Athletic Communications
Pay Grade	MC06
Range Minimum	$39,740
33rd %	$46,370
Range Midpoint	$49,680
67th %	$52,990
Range Maximum	$59,610
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	4/10/2026 11:26:27 AM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Media Relations

JOB SUMMARY

Provides entry-level support for athletic communications, media and public relations, and sports information functions for assigned sports and department initiatives. Under close guidance, assists with written content, game-day communications support, website updates, historical records, and routine media operations while developing proficiency in managing communications needs for assigned sports.

RESPONSIBILITIES

- Assists with communications support for assigned sport(s), including routine media relations, content updates, and distribution of approved information.
- Drafts and distributes press releases, game recaps, roster updates, and other routine communications materials for assigned sport(s) with guidance and review.
- Supports interview requests and teleconferences by coordinating schedules, logistics, and background materials.
- Assists with game-day media operations for assigned sport(s), including credential packets, media will-call, stat support, and postgame materials.
- Updates assigned sports web pages and related content platforms with scores, recaps, schedules, rosters, and basic feature content.
- Maintains historical files, statistics, records, and reference materials for assigned sports.
- Travels with teams as assigned to support communications coverage and media needs.
- Assists with promotional and informational materials using established templates, brand standards, and departmental processes.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Public Relations, Communications, Journalism, or related field	and	0 years of	Experience in public relations, media relations, and/or communications services.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.