AUBURN
Human Resources

Asst Dir II, Athletic Communications

Job Description

JOB INFORMATION

Job Code	BB25B
Job Description Title	Asst Dir II, Athletic Communications
Pay Grade	MC07
Range Minimum	$44,710
33rd %	$52,160
Range Midpoint	$55,890
67th %	$59,610
Range Maximum	$67,060
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	4/10/2026 11:27:21 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides support for athletic communications, media relations, and sports information functions for assigned sports and department initiatives with increasing independence and responsibility. Manages day-to-day media relations, game communications, editorial content, and operational coordination for assigned sports while exercising judgment within established departmental standards.

RESPONSIBILITIES

- Serves as the primary communications contact for assigned sport(s), coordinating routine media relations activities including press releases, interview requests, teleconferences, and approved information distribution.
- Owns day-to-day game communications execution for assigned sport(s), including preparing game notes, issuing credentials in accordance with policy, coordinating the official stat crew, and directing student assistants on event-day tasks.
- Travels with assigned team(s) as the press liaison, managing routine media logistics and distributing approved content and materials.
- Researches, writes, edits, and designs standard promotional and informational materials for assigned sport(s), including media packets, brochures, articles, and web content.
- Updates and maintains the athletics website and related communications platforms for assigned sport(s), ensuring content is accurate, timely, and aligned with departmental standards.
- Maintains current and historical records, statistics, archives, and reference materials for assigned sport(s).
- Supports special event promotion and coordination as assigned, including schedules, media information, and recap materials.
- 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	May supervise employees but supervision is not the main focus of the job.

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	2 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.