

Job Title: Assistant Athletics Director for Communications

Job ID: 30416

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

## POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Assistant Athletic Director for Communications will perform all assigned responsibilities under the direction and supervision of the Director of Athletics. This individual is responsible for assisting with the development, implementation, and organization of all sports information/media related to athletic programs. The position will support the Department of Athletics' day-to-day operations, gameday administration, and other administrative functions. Additional responsibilities include, but are not limited to:

- Assist with the administration and operations of Department fundraising and alumni communication.
- Supervise and coordinate all media/sports information needs for all home events, including staffing
- Promote all athletic programs to local/area media using guidelines established by the Athletic Department.
- Serve as the public relations representative for the Athletics Department in developing positive relationships with media representatives from the electronic and print media.
- Responsible for the technical functions of the Website, including design, graphics, and updated information.
- Maintain, monitor and continuously update and post on all Athletic Department social media accounts.
- Update the athletics page on the website with team schedules, news releases, rosters, coaches' bios, and other information. Collect information and coordinate team photos and biographies from each player.

- Coordinate media days for each sports team for social media graphics, hype videos, posters, and other sports-related projects.
- Gather, compile, and maintain statistical information, i.e., weekly and year-end statistics, individual/team records, and awards and report to appropriate national governing bodies.
- Design and produce game day athletics programs.
- Manage staffing needs for home events, including statisticians, photographers, etc.
- Assist with communication with alumni through email and newsletters.
- Work with coaches and the alumni office to build databases and connections with alumni.
- Perform other duties as assigned by the Director of Athletics.

## **QUALIFICATIONS**

Bachelor's Degree and four years' related experience required.

Preferred qualifications include:

- Knowledge of Stat Crew, Genius Sports, Presto, Side Arm Sports, Daktronics required

## **CUNY TITLE OVERVIEW**

Administers one or more aspects of a College athletics program.

- Coordinates development and implementation of information and marketing materials, such as web sites
- Coordinates recreation and intramural programs in support of wellness activities
- Organizes, coordinates, and manages intramural and varsity sports events
- Compiles and reports on statistics for NCAA and CUNY requirements; compiles reports on programs and activities
- Coordinates scheduling of facilities and programs
- Assists management with planning and oversight of various athletics activities
- Performs related duties as assigned.

Job Title Name: Student Athletics Program Specialist

## **CUNY TITLE**

Higher Education Assistant

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

\$52,267 - \$62,411

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

\*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

**HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**CLOSING DATE**

July 5, 2025

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.