

# ASSOCIATE ATHLETIC DIRECTOR FOR EXTERNAL AFFAIRS

## ATHLETICS

**Description:** Reporting to the Director of Athletics, the Associate Athletic Director for External Affairs is responsible for the managing day-to-day operations and generating revenue through sponsorships/partnerships (individual business and corporate), ticket sales, marketing, and department wide fundraising events.

**Minimum Requirements:** Bachelor's degree from an accredited university/college is required. Minimum of 3-5 years experience in marketing and external relations. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

**Preferred Qualifications:** Masters degree and experience with a leadership role in the department preferred.

**Knowledge, Skills and Abilities:** Energetic and motivated self-starter with strong organizational skills and the ability to work within a competitive and collaborative environment and meet critical project deadlines. Must possess excellent writing and verbal communication skills. Must have working knowledge of various social media platforms, web page program, as well as familiarity with InDesign, Photoshop, and similar publishing software. Must be able to multi-task, often producing varied, detailed and accurate communications under tight deadlines. Ability to exercise sound judgement and discretion.

**Hire Range:** \$65,000 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**To include some nights and weekends**

**Class Code:** UH16 – **State Title:** Athletic Administrator

**Position #:** – **Band:** N/A

Search openings at [careers.sc.gov](http://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](http://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](http://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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