

### **Assistant Athletics Director for Marketing**

Delaware State University is seeking applications for the position of Assistant Athletics Director for Marketing. The person in this position will direct all marketing and promotional efforts for the university's Department of Intercollegiate Athletics and will be responsible for creating, organizing, recommending, and implementing a comprehensive marketing plan, generating revenue via ticket sales and sponsorship sales, plan and supervise event promotions, and prepare game day activities. The person will also supervise student workers as well as staff members assigned to specific projects and perform related duties as assigned by supervisor. Bachelor's degree and at least three years progressively successful experience with increased responsibilities in public relations, sports administration, sales, marketing, or similar field required; working knowledge of advertising and promotional sales, experience in fund-raising preferred. Salary commensurate with education and experience.

Applicant must apply on line at [www.desu.edu](http://www.desu.edu), Human Resources and send resume with three references to Diaese Graves, Department of Intercollegiate Athletics, Delaware State University, 1200 N. DuPont Hwy., Dover, DE 19901. Fax (302) 857-6034, E-mail [dgraves@desu.edu](mailto:dgraves@desu.edu).

**Athletic Academic Counselor** --The following are the functions essential to performing this job: Provide academic, career and personal counseling to assigned teams, coordinate tutorial assignments and follow-up, coordinate study hall for all student-athletics, assist in pre and post-advising process, assist in coordination of CHAMPS/Life Skills program, coordinate degree completion program, coordinate degree completion program, assist in eligibility certification process.

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis: Provide administrative support to Associate AD for Student Services, attend to special projects within the Athletic Department, prepare informational announcements as assigned, track academic achievements of student-athletes, coordinate academic awards for student-athletes

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities: Organizational skills, Familiarity with college athletics, time management skills, task-driven ability, ability to work in high pressure environment, NCAA Division I rules

Education: Bachelor's degree required Education, Counseling or other related field. Master's degree in Education or Counseling or other related field preferred.

***Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.***

### **Assistant Athletic Director for Media Relations**

Delaware State University is looking for an Assistant Athletic Director for Media Relations. Candidate will provide publication and Athletic Web site support to DSU Athletic Department and Marketing and Development offices. Provide athletic media relations services to staff and student – athletes in the Department of Intercollegiate Athletics within the rules and regulations of Delaware State University, the National Collegiate Athletic Association and other appropriate governing bodies. The following are the functions essential to performing this job: Serve as department's liaison with vendors and athletic business manager, Developments and implements design concepts for media relation publications, Coordinate and manage all phases of publication process, Assists with all home athletic events when needed, and Responsible for all media relation staff in providing necessary requested material (photos & content) for conference and national publication deadlines. Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis: Serve as coordinator of the official Athletic Web Site DSUHornets.com, Oversee the department staff in keeping the site updated, Oversee the management of all digital photos needed for the site, Oversee the training of media relations staff with software that is used to update the site. Candidate should possess good writing and editing skills, have knowledge of AP style, be proficient in use of Adobe InDesign, Photoshop and Stat Crew and be proficient with various web software programs and various Stat Crew statistical programs. Candidate should have a Bachelors Degree in Mass Communication or Web/Media Design and have a minimum of four years experience. Applicant must apply on line at [www.desu.edu](http://www.desu.edu), Human Resources and send resume with three references to Diaese Graves, Department of Intercollegiate Athletics, Delaware State University, 1200 N. DuPont Hwy., Dover, DE 19901. Fax (302) 857-6034, E-mail [dgraves@desu.edu](mailto:dgraves@desu.edu).