Type of Position: Regular 100% time; FLSA Exempt
Apply By: (no later than 14 calendar days from posting date)
Salary: $43,558-$55,000

The University of Iowa Department of Athletics seeks applications from self-motivated, results-oriented individuals with the knowledge, ability and interpersonal skills required to serve as the Assistant Director of Marketing. This is a full-time position which includes full University benefits. The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 215 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

Responsibilities: The successful candidate will be responsible for contributing to the creation and execution of the marketing department that supports the UI Department of Intercollegiate Athletics and its 22 sports programs.

For a full job description, please send an e-mail to the contact listed below.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. This position will also be eligible for Athletics Specific Staff Privileges and Taxable Benefits. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required Qualifications:
• Bachelor’s degree in marketing, business, advertising, sports marketing, sports administration or another related field, or equivalent combination of education and experience.
• Minimum of one year of experience as a full-time professional and/or post-bachelor’s degree in fast-paced, high-profile collegiate or professional sports marketing position.
• Working knowledge of and an ability to:
  o Design and implement complex marketing and advertising plans including email marketing for a sport
  o Manage multiple tasks and projects simultaneously
  o Produce excellent work (e.g., advertising copy, social media content, game production elements, script writing, and video concepts).
  o Operate effectively within a highly regulated team environment.
• Demonstrates proficiency in using basic office support software (word processing, spreadsheets, and email).
• Excellent oral and written communication skills.
• Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships.
• A valid U.S. driver’s license and the ability to meet The University of Iowa Fleet Safety Program driving standards.
**Desired Qualifications:**

- Demonstrated experience and a working knowledge of annual intercollegiate marketing processes, issues, considerations, and solutions at the NCAA Division I level.
- Working knowledge of and ability to:
  - Effectively supervise and manage part-time staff/interns to achieve goals and objectives.
  - Use social media platforms.
  - Produce and direct/show call game presentations.
- Be decisive during times of critical need.
- Experience with and knowledge of video editing software (Premier Pro or similar software) and Adobe software (Photoshop, InDesign, Lightroom).

**Application Details:**

Visit our website at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) and search for keyword “Marketing Athletics”. Only applications submitted at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) will be accepted.

- Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
- **Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.**
- The successful candidates will be subject to a credential and criminal background check, as well as a review of their driving record.
- Five professional references will be required at a later step in the recruitment process.
- As a part of the University of Iowa’s review of your application and consistent with its policies and practices, the University may access and/or view information about you that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use of such information is governed by the University’s Policy on Human Rights, as well as state and federal law.

For questions or additional information, please contact athl-human-resources@uiowa.edu.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.