The University of Iowa Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY

SAAS Community Engagement and Communications Associate

Classification Title/Code: Educational Support Services Associate – PCE1
Working Title: SAAS Community Engagement and Communications Associate
Department: Intercollegiate Athletics
Staff Type: Professional & Scientific
Type of Position: Regular 100% time; Probationary; FLSA Exempt
Pay Level: 3A
Salary Range: $40,000 to $48,000
Apply By: (within 14 days of initial posting)

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as Student Athlete Academic Services Community Engagement and Communications Associate. This is a full-time position with a salary range of $40,000 to $48,000 commensurate with education and experience and includes full University benefits.

Under the direction of the Assistant AD for Student Development, the Student-Athlete Academic Services Community Engagement and Communications Associate will oversee internal and external communications for the SAAS unit, in collaboration with the Athletics External Relations team, including social media and internal team communication tools and coordinate annual community engagement efforts with local and campus agencies, including SAAS sponsored events, and individual community engagement opportunities; set and maintain yearly community engagement goals.

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.

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. 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 academic support or related field or equivalent combination of education and experience;
Experience providing programs and services within a collegiate athletics student services operation that supports student educational experiences and retention;

Experience managing social media and marketing tools including Instagram, Facebook, Twitter, for an office or department;

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;

Working knowledge of and ability to:

- Utilize basic office support software (word processing, email, presentation software and spreadsheets)
- Operate effectively within a highly regulated team environment.

**Desired Qualifications:**

- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;

- Experience in providing programs and services within a NCAA Division I institution student services operation that supports student educational experiences and retention.

- Experience working with student-athletes in an advisory, learning assistant, or student organization capacity;

- Efficiency in the following digital tools: Canva.com, Team Works, Grades First, Helper Helper, PhotoShelter, Drupal, Adobe Suite, Microsoft Suite, social media accounts, website development and management, etc.

**Application Details:**

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

- **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.**

- 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.

- The successful candidate will be subject to a credential and criminal background check.

- 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](https://www.uiowa.edu), as well as state and federal law.

For questions or additional information, please contact [athl-human-resources@uiowa.edu](mailto: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.*