

## **PRINCETON UNIVERSITY – DIRECTOR OF OPERATIONS – MEN’S ICE HOCKEY**

Princeton University Athletics, a Division I and Ivy League Conference Institution, is seeking a Men's Ice Hockey Director of Operations.

The mission of Princeton University Department of Athletics is to strive for excellence in academics and athletics, while embracing equity in opportunity, good sportsmanship, and ethical conduct. In keeping with this mission, the role of the director of men's ice hockey operations is to support the men's varsity hockey program by breaking down video, creating performance analytics, creating graphics and video packages and assisting with social media.

Responsibilities include, but are not limited to the following:

- Coordinate film editing and breakdowns within the men's ice hockey office
- Oversee filming and video including capture of all practices, home, and away games
- Acquire video of future opponents
- Manage the NCAA and IVY film exchange
- Assist in strategy development through the use of analytics
- Responsible for opponent scout video packages and deliver to assistant coaches
- Manage our social media platforms
- Must attend practices in order to video or serve as clock operator as needed.
- Must travel with the team to away games and assist with game-day recruiting at home games
- Commitment to values that define the culture of Education Through Athletics.
- Assist in management of recruiting database of potential recruits
- Create and send out recruiting mailers for targeted recruits
- Plan and organize on-campus visits
- Manage subscriptions of both online and offline recruiting services
- Assist in scheduling and coordinate Friends Events (i.e. HC Appearances, Alumni Game, etc.)

Requirements:

- High level of ice hockey knowledge
- Excellent written and oral communications skills
- Necessary computer skills such as Microsoft Office and graphics
- Must have good interpersonal skills
- Must be able to multi-task
- Must recognize the importance of recruiting to the success of the program
- Must be trusted with confidential material
- The person hired must adhere to all University, Ivy League, ECAC and NCAA rules and regulations.

Qualified candidates should email a cover letter and resume to Head Coach, Ron Fogarty [rfogarty@princeton.edu](mailto:rfogarty@princeton.edu).

Princeton University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. EEO IS THE LAW.