



# MERCYHURST

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## UNIVERSITY

501 East 38<sup>th</sup> Street  
Erie, PA 16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Assistant Sports Information Director

**Location:** Erie

**Department:** Athletic Administration

**Reports To:** Director of Athletics

**Full/Part Time:** Full-Time

**Classification:** Administrative

**Closes:** *Open Until Filled*

### SUMMARY

Assist in publicity efforts for all sponsored sports, including writing press releases and feature stories; producing and editing game programs, game notes and media guides; helping to maintain historical records; distributing athletic information to all media outlets; and assisting in the relations with local, regional, and national media. Assist in the maintenance of the official web site. Assist with game-day operations, including media relations, game management and statistical services. Train and supervise graduate students, student workers and game-day staff. Other duties as assigned by the Sports Information Director.

### DUTIES AND RESPONSIBILITIES

- Design, write, and edit various publications (e.g. media guidelines, programs, and newsletters).
- Serve as media contact for various sports programs, report results of sport contests to media.
- Arrange interviews and photo sessions with student athletes; counsel and advise student athletes regarding interviews.
- Nominate and promote student athletes for honors and awards.
- Hire and supervise statistical and scoreboard operating personnel.
- Record and file contest results, published articles, and photographs for historical reference; evaluate and update athletic department's web site.
- Perform related duties as assigned.
- Coordinate and operate game streaming and broadcast equipment.
- Train and supervise graduate students, student workers and game-day staff.

## **EDUCATION AND EXPERIENCE**

Bachelors' degree in sports journalism, sports administration, public relations, or related field; Demonstrated strong writing and verbal skills; Web design and basic computer application experience; Demonstrated reliability and ability to perform under deadlines and handle multiple projects simultaneously; Must be independent and creative with strong initiative.

Education/Experience/Skills Preferred: Two years in a university sports information, media relations or related field; Demonstrated strong writing and verbal skills required; or equivalent combination of education and experience.

## **KNOWLEDGE SKILLS AND ABILITIES**

Skills: Public relations skills, management skills, strong oral and written communication skills, and effective interpersonal skills are required. Experience with the media, computers, the web and new media, and statistical software is required.

Effort: Frequently required to lift and carry equipment and materials weighing up to thirty pounds.

Other: The scope of the position frequently requires extended workdays and work weeks, including weekends, as well as overnight, out-of-town travel, particularly during the fall and spring semesters to attend athletics events, league meetings, and workshops.

## **WORK CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand and walk. The employee is occasionally required to sit. Frequently required to lift and carry equipment and materials weighing up to thirty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy. Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities. Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**

