



501 East 38th Street  
Erie, PA 16546

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[mercyhurst.edu](http://mercyhurst.edu)

## Graduate Assistant for Athletic Compliance/Academics

**Location:** Erie

**Department:** Athletics

**Reports To:** Associate AD

**Full/Part Time:** Part Time

**Closes:** Open until filled

### **POSITION SUMMARY:**

Mercyhurst University is seeking a highly motivated individual to fill our Graduate Assistant Athletic Compliance position.

Compensation: The stipend is \$7,500 (9-months) in addition to a 100% tuition waiver. The student must maintain satisfactory academic progress: 3.0 GPA at a 75% completion rate.

### **PRIMARY RESPONSIBILITIES:**

Included but not limited to duties assigned by the Coordinator of Athletic Operations:

- Assist with all initial and transfer student-athlete academic certifications.
- Assist with continuing student-athlete eligibility certification as assigned
- Assist with competition reports to ensure accurate tracking of student-athlete participation and remaining eligibility.
- Responsible for maintaining all rosters in ARMS
- Assist with providing NCAA, conference rules, and club sport governing body interpretations.
- Works cooperatively with Office of Academic Affairs staff, coaches, and student-athletes to resolve and monitor academic-related issues.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **Required:**

The candidate must have bachelor's degree in a related field and accepted into a Mercyhurst graduate degree program (<https://www.mercyhurst.edu/admissions-aid/grad>). Additionally, candidates should have a great work ethic, be open to learning, confident in current skills, and possess professional communication skills. Qualified applicants must have the availability to work evenings and weekends.

The ability to work in a fast-paced, deadline-driven environment, with an emphasis on multi-tasking and working within a team environment while filling a variety of roles, especially on game day.

### **Preferred:**

Bachelor's degree in sports management, business management, communications, or related field.

## **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled. 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)

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