



501 East 38th Street  
Erie, PA 16546

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

## **Graduate Assistant for Athletic Equipment**

**Location:** Erie

**Department:** Athletics

**Reports To:** Hockey Equipment Manager

**Full/Part Time:** Part Time

**Closes:** Open until filled

### **POSITION SUMMARY:**

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

Compensation: The stipend is \$7,500 (9-months) in addition to a 65% tuition waiver. The student must maintain satisfactory academic progress: 3.0 GPA at a 75% completion rate.

### **PRIMARY RESPONSIBILITIES:**

- Serve as the lead equipment manager for the Football team including attendance at practices and competitions.
- Manage the equipment storage and laundry room in the Baldwin Hall equipment area, including coordinating a laundry schedule for all teams using that facility.
- In conjunction with the Director of Football Operations, coordinate and lead all equipment packing, logistics and preparations for travelling to away competitions with the football team.
- Manage purchasing, distribution, tracking, and care of equipment and apparel for the football team.
- Generate paperwork for orders and payments within budgetary guidelines.
- Maintain continuous inventory and assist coaches with purchasing schedules and equipment needs.
- Receive, disperse, or store deliveries for the athletic department.
- Compliance with all NCAA and University rules and regulations.
- Assist with athletic facility maintenance when needed.
- 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. Experience working in an athletic operations/gameday staff at an NCAA college or university is preferred.

## **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:

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

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