



**MERCYHURST**  
UNIVERSITY

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

## **Graduate Assistant for Athletic Operations**

**Location:** Erie

**Department:** Athletics

**Reports To:** Coordinator of Athletic Operations

**Full/Part Time:** Part Time

**Closes:** Open until filled

### **POSITION SUMMARY:**

Mercyhurst University is seeking a Graduate Assistant for Athletic Operations. The graduate assistant position is for a maximum of 2-years and includes full tuition waiver plus paid stipend of \$7,500.00 per academic year. Anticipated start date is on or around August 1, 2022.

### **PRIMARY RESPONSIBILITIES:**

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

- Plan, facilitate and execute intercollegiate athletic event operations
- Serve as primary on-site administrator prior to, during and after intercollegiate athletic events.
- Adjust daily schedule for all athletic facilities, including game, practice, external rentals, club sports and intramural programming
- Manage all communication on game days with facility staff, coaching staff, visiting teams, officials, and security as needed
- Manage student workers on game days.
- Compliance with all NCAA, Atlantic Hockey, PSAC and University rules and regulations
- Assist with Rec Center operations 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 Attention:  
Joseph Stepnowski  
Coordinator of Athletic Operations  
[jstepnowski@mercyhurst.edu](mailto:jstepnowski@mercyhurst.edu)

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Mercyhurst does not unlawfully discriminate on the basis of 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.**