



501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

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 highly motivated individual to fill our Graduate Assistant Athletic Operations 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:

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.
- Maintain daily schedules 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.
- Train and manage student employees for game days.
- Compliance with all NCAA and University rules and regulations.
- Assist with Rec Center operations and 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
501 East 38th Street
Erie, PA 16546
athletics@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.

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