



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Graduate Assistant for Club Sports/Communications

Location: Erie

Department: Athletics

Reports To: Assistant Athletic Director Marketing and
Communications

Full/Part Time: Part Time

Closes: Open until filled

POSITION SUMMARY:

Mercyhurst University is seeking a highly motivated individual to fill our Graduate Assistant Club Sports 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:

- Contribute to the Athletics department website and all social media platforms, with content type ranging from written, graphic design and multimedia/video with a focus on club sports.
- Work closely with the director of club hockey in all aspects of the club hockey program.
- Directly responsible for all publicity efforts in club sports including web streaming of club hockey.
- Plan, facilitate and execute event operations for club hockey including the management of student employees.
- Travel with teams as necessary.
- As needed, drive club sports teams to/from competition and practices.
- Assist athletic administration with projects, events and gameday administration as needed.
- Perform other related duties incidental to the work described herein.

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.

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

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 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.