



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Graduate Assistant for Tennis/Athletic Administration

Location: Erie

Department: Tennis

Reports To: Tennis Head Coach

Full/Part Time: Part Time

Closes: Open until filled

POSITION SUMMARY:

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

Mercyhurst University places a special emphasis on the teaching component of coaching positions. Participation in sport at Mercyhurst builds on the important lessons students learn in the classroom. Mercyhurst views athletics as an extension and important part of the education and teaching mission of the University. Student-athletes are learning teamwork, ethics, discipline, and skill sets that will enhance their ability to succeed after leaving the University. The “teaching” of one’s sport and the related lessons that accompany participation in athletics are the primary and central functions of each coaching position at Mercyhurst University.

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:

- Recruit, train, and coach members of the Tennis program.
- As needed, drive club sports teams to/from competition and practices.
- Assist athletic administration with projects and gameday administration as needed.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.
- Coordinate team travel for competitions to include van or bus itineraries, lodging, and meals.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Assist in fundraising efforts.
- Develop meaningful relationships with prospective, current, and former student athletes.
- Represent Mercyhurst University and the tennis program in a professional manner.
- 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.