



OFFICE OF HUMAN RESOURCES

Date Approved: 2/12

Revised: 9/13

Exempt	Band:	Job Family: Provost
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Position Title: Graduate Assistant, Sports Information (Part-time)

Position #: []

Department: Athletics

Reports To:

Supervises: 0

Position Summary: Assists in all facets of the Sports Information Office, including game day promotions, marketing, publications, website, media requests, and game day management. This is a two year, 20 hours/week, appointment not to exceed 800 hours/year. Commitment runs from August 4th – May 31st each of the two years.

Education Required: Bachelor’s degree required; current enrollment in Master of Arts in Higher Education Program at Messiah College

Experience Required: Previous sports leadership or administrative experience

Skills, Characteristics Required for Position:

- Strong written and verbal communication skills; ability to communicate successfully with various constituencies, including external contacts
- Competency with statistical analysis
- Strong organizational skills, including time management skills and the ability to prioritize multiple responsibilities
- Ability to work independently
- Attention to detail
- Working knowledge of computer programs including Microsoft Office Suite, Statcrew, Adobe Photoshop, and InDesign.
- Working knowledge of photography and videography components.
- Christian faith commitment required

Special Working Conditions: May require evening and weekend hours.

Primary Duties	
1.	Assist in responding to requests from conference, NCAA, opponents, and local and national news media
2.	Assist in production of publications, including seasonal schedules, game programs, NCAA programs, and other publications.
3.	Assist in developing and coordinating marketing and promotional opportunities.
4.	Supervise statistics at contests and keep season statistics updated.
5.	Oversee the reporting of scores and other results to approximate media after contests.
6.	Serve as game administrator for a portion of home events
7.	Arrange and provide for documentary photography and videography of contests and special events.
8.	
9.	
10.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	
2.	Other duties as assigned.