



## GRADUATE ASSISTANT JOB DESCRIPTION

**Job Title:** Graduate Assistant  
**Department:** Athletics: Sports Information  
**Reports To:** Zachary Shore  
**Shift/Hours:** 25 hours per week  
**Date Prepared:** Mar. 29, 2019

### SUMMARY

The Graduate Assistant (GA) is responsible for supporting the Sports Information Director and department in promotion and publicity of the 22 intercollegiate athletic teams. The GA may be assigned certain sports as their primary coverage while assisting in other sports as needed. The part-time schedule will be arranged around gameday competition times, staff meetings and the GA's class schedule. The graduate assistant will be required to work many of the hours associated with the sports information profession, including nights and weekends.

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Sports Information Director, Zachary Shore**. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. **Department Communications/Promotions:** Assist in communication efforts for the department, including responsibility for promotion and coverage of selected athletics contests as well as developing and implementing online videos to highlight achievements of student-athletes. This job may also have responsibility of securing corporate sponsorship and developing and implementing creative solutions for students and community promotions.
3. **Web Site Management:** Comprehensive website management, to include feature stories, event previews, game stories, scores, statistics, rosters, schedules and archival program information including photo archives.
4. **Video Streaming:** Manage video streaming events and act as a point of contact for troubleshooting issues with the video stream.
5. **Game Management:** Scorer's table and press box management, operating in-game scoring statistical programs, post-game score reporting, event recaps, press releases, media relations and day-to-day office operations.
6. **Social Media:** Assist with administration of Madonna's official athletics social media platforms and the creation of engaging content for each.
7. **Student Workers:** Work with the sports information director to successfully recruit, train, retain and supervise student workers for the Madonna Athletics Network.
8. **Sport Coverage:** Assignment of coverage of specific sports by the Sports Information Director.

9. **Other Duties:** Assist with department events, perform other duties as assigned by the job's supervisor.

## **QUALIFICATIONS**

- The GA must be fully admitted to a Graduate degree program at Madonna University.
- The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award.
- **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES**
  - MINIMUM REQUIRED:
    - Philosophical alignment with the mission and vision of Madonna University
    - Demonstrate teamwork and team building skills
    - Demonstrate priority setting and organizational skills
    - Experience in a sports information setting
  - PREFERRED:
    - Knowledge in the use of StatCrew (Soccer, Volleyball, Lacrosse, Baseball, Softball, Basketball, Football), DakStats, Scoreshots, Wirecast and Stretch Internet
    - Knowledge of video editing software, Adobe Creative Suite (Photoshop, InDesign, Premiere Pro, etc.), and Microsoft Office products

## **EDUCATION AND EXPERIENCE**

- MINIMUM: Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale.
- PREFERRED:
  - Experience with photography, video production, desktop publishing, graphic design and play-by-play broadcasting
  - Experience with in-game stats entry

**For further questions or to submit your resume and cover letter please email [zshore@madonna.edu](mailto:zshore@madonna.edu).**

## **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.