



**Union Commonwealth University Graduate Assistant for Sports
Communications Job Description**

Title: Graduate Assistant for Sports Communications
Department: Office of College Sports Communications
Reports to: Director of Sports Communications
FLSA Status: Salary, Exempt

F-1 students are eligible to apply for this job posting applicable with the U.S. Immigration and Customs Enforcement requirements. Additional information is available at [Employment | ICE](#).

Characteristics of Job:

The Graduate Assistant for Sports Communications is a shared position with the Appalachian Athletic Conference (AAC). The Graduate Assistant is expected to work alongside the Director of Strategic Sports Communications of Union to promote the Union Commonwealth University Athletic Department and the AAC. Further in-depth explanation of position requirements and additional duties may be presented during training. Graduate Assistants are institutional employees whose work assignments are determined by the University. While typically assigned to a primary department, Graduate Assistants may be temporarily reassigned to assist other departments or institutional initiatives as operational needs arise.

Examples of Duties and Responsibilities:

- Assist with updating and promoting of the Union Commonwealth University athletics website;
- Write press releases;
- Oversee and manage coverage for specific sports;
- Graphic design;
- Assist in the management of the athletic department social media accounts;
- In-game statistics;
- Competent photographic skills required
- Assist with updating and promoting of the AAC website;
- Write press releases;
- Graphic design;

- Assist with championship/tournament coverage and promotion;
- Assist in the management of the AAC's social media accounts.
- Position requires excellent verbal and written communication skills.
- Position requires excellent computer skills in addition to a strong knowledge of use of social media.
- Position requires excellent critical thinking skills to ascertain needs and develop programs and strategies to enhance the Sports Communications area.
- Previous demonstrated experience in the field of athletic communications, college level experience preferred.
- A strong commitment to the student-athlete concept and a working knowledge of NAIA rules and regulations is required.
- Previous experience working with game statistics in variety of sports preferred.
- Previous experience in dealing with the media on the local, regional, and national level is required.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Valid Driver's License
- Must be enrolled at Union Commonwealth University in the master's program.
- Must remain in good academic standing and have no disciplinary issues at the College.
- Must be able to get along well with others.
- Must attend all training and team meetings.

Additional Requirements:

- Criminal Background and Motor Vehicle check required.
- Driving college vehicle when required.
- Title IX, Workplace Harassment, and FERPA training is provided to all new employees upon hire. The training focuses on Title IX and the Campus Save Act educating employees on sexual assault and harassment to be better prepared to help prevent, respond to, and report situations.

Typical Working Conditions and Unique Physical Requirements:

- Noise level is usually moderate,
- Visits high schools and other off-campus facilities,
- Transport students in automobile,
- Regularly required to use hands to finger, handle, or feel and talk or hear.
- Frequently required to stand; walk and sit.
- Occasionally required to reach with hands and arms and stoop, kneel, or crouch.

- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds,
- May require physical effort in climbing stairs.
- No or very limited exposure to physical risk.

Nondiscrimination Statement:

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.