

Westminster College
Position Vacancy

Graduate Assistant – Sports Information

Westminster College, an NCAA Division III institution located in New Wilmington, PA seeks a motivated and professional individual to serve as Graduate Assistant in Sports Information.

The Graduate Assistant will assist the Sports Information Director in promoting and covering the College's 22 varsity sports. A primary responsibility for this full-time position will be implementing and managing the athletic department's live video broadcasting service for various athletic events. Other responsibilities will include all aspects of sports information, such as writing and disseminating press releases and feature stories, contributing to various athletic publications, assisting with compiling and reporting statistics to the NCAA and conference, submitting conference weekly reports, serving as official game statistician for multiple sports, producing print and online multimedia content, managing archives and record books, assisting with in-game operations, assisting with photography maintenance, managing student staff, and updating the school's athletics website (athletics.westminster.edu) along with various social media outlets. Evening and weekend hours are required.

A bachelor's degree is required and is preferred in the areas of Communications, Journalism or a related field. Successful candidates must have good written and oral communication skills, as well as an interest in understanding NCAA regulations and statistical rules. A familiarity with Adobe InDesign and Photoshop, the SIDEARM Content Management System, StatCrew software, video editing and production equipment, and/or social media platforms is preferred, but not required.

The position includes graduate tuition remission (if desired, must be accepted into the College's graduate program), on-campus housing, a meal plan, and a \$1,000 monthly stipend.

To apply, please submit a cover letter, resume, at least two sports-related writing samples, and the names and contact information for at least three job related references by email to lariccnj@westminster.edu Deadline for applications is **February 15, 2019**. EOE