



JOB DESCRIPTION TITLE: Graduate Assistant, Athletics Communications

DEPARTMENT: Athletics

Responsible to: Sports Information Director

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- I) Summary of Responsibilities:** The Graduate Assistant-Athletics Communications assists with collaborating with coaches, student-athletes and staff to promote Geneva's varsity athletics teams and athletics department events. This position will work creatively to create story-telling strategies through digital media, print and other messaging platforms. This position reports to the Sports Information Director.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)
- A. Primary Sports Contact**
1. Provide strategic communications coverage of assigned sports
 2. Maintain appropriate statistics, including records and historical data
 3. Maintain clear communication with coaches and administrators
 4. Create news and feature story ideas for media, institution's official athletic department website and campus marketing projects
 5. Occasional travel with teams for designated championship events
- B. Event Operations**
1. Collaborate with Facilities and Game Day Operations staff to coordinate events, including but not limited to:
 - (1) Home competition
 - (2) Photo days
 - (3) Network broadcast setup
 2. Assist with marketing to promote upcoming events
 3. Assist with recruiting of game day and day-to-day student staff
- C. Digital and Social Media**
1. Utilize Adobe Creative Suite and other 3rd party software to create graphics for events and news
 2. Maintain athletics website in a timely manner
- D. Other Duties as Assigned**
- III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:**
- A. Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
- B. Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
- C. Core Values:**
- 1) Serve with grace
 - 2) Pursue Godly wisdom
 - 3) Foster academic strength



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- 4) Engage culture faithfully
- 5) Inspire vibrant hospitality
- 6) Honor one another

IV) Job Requirements – Administrative:

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, copy machines, and telephones.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

V) Qualifications:

A. Minimum:

1. Must be accepted into and/or enrolled in Geneva's Master of Arts in Higher Education program
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of undergraduate student experience related to athletics communications, digital media, marketing, photography/videography, and/or broadcasting.
4. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ.
 - b) High level of professionalism and attention to detail.
 - c) Positive attitude and strong communication (written and oral) skills.
 - d) Able to communicate effectively using electronic forms of communication such as email, text, etc.
 - e) Maintain complete and accurate files and records on prospects.
 - f) Operate a PC, proficient in Microsoft Office products including Outlook.
 - g) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking and organization skills.
5. Must be able to work nights and weekends.
6. Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

B. Preferred:

1. Education/Certification: Bachelor's Degree in Communications, Communication Design, Sports Management, Journalism, New Media, Public Relations, or Marketing
2. Experience: 1-2 years working in an intercollegiate athletics department.



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3. Skill/Abilities:

- a) Familiarity with NCAA statistical software, and website content management systems (i.e. SideArm)
- b) Event recap and feature writing
- c) Strategic usage of social media platforms
- d) Setup and execution of live event streaming
- e) Ability to utilize Adobe Creative Suite to create graphics and/or for events and announcements

Compensation Details: The Graduate Assistant position is a two-year assignment beginning with the 2023-24 academic year and includes a tuition discount and stipend. Graduate assistants must maintain at least 6 hours of graduate-level credit per semester to be eligible.

EOE Statement: Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to **ATTN: Chris Mathews, Sports Information Director, Geneva College / 3200 College Avenue / Beaver Falls, PA 15010 or ckmathew@geneva.edu.**