Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Hours per Week: 20 hours/week
Department: Athletics

Location:
- Portland
- Gorham
- LAC
- Online/Distance

Duration:
- Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

Total Stipend: 9000
Monthly Stipend: 1000
Scholarship Amount: 6000 (in-state) / 10000 (out-of-state)

Supervisor Name: Christina Cracolici
Supervisor E-Mail: christina.cracolici@maine.edu
Supervisor Phone: (207) 8099531

Position Details:
Statement of Job and Essential Functions:
The Athletic Communications graduate assistant will assist the Director of Athletic Communications and Athletic Media Associate in all facets of the intercollegiate athletics communications operation. This will be accomplished by working with the media, including print, television, radio, website and other campus publications and outlets, through social media content, and through on-site press box management to include statistical recording of assigned sports/games.

Supervisory Responsibilities:
Student-employees

Budget Responsibilities:
No formal budget responsibilities

Public and Professional Activities Related to Job Performance:
- Represent the department and University at state, regional and national conferences.
- Hold active membership and participate when appropriate in activities and workshops sponsored by the College Sports Information Directors of America (CoSIDA), the Eastern College Athletic Conference Sports Information Directors Association (ECAC-SIDA), and the Little East Conference.
- Maintain contact with other related professional organizations.

Internal Contacts
USM Public Affairs, USM Marketing, USM Campus Life, Student-Athlete Advisory Committee, Student-Athlete Diversity, Inclusion & Equity Committee, Facilities Management

External Contacts
NCAA; Little East Conference; New England Hockey Conference, CoSIDA; Other pertinent organizations
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Knowledge, Skills, and Abilities:
• Demonstrated oral and written communication skills.
• Ability to work independently and as part of a team.
• Working knowledge of all social media, ability to learn basic graphic design skills, basic video production for social media, in-game statistical software, website design and maintenance.
• Working knowledge of a broad range of sports activities.

Required Qualifications:
Current degree-seeking graduate student at USM or Maine Law - Enrolled in at least six graduate credits per semester (Fall and Spring). Desire to learn all aspects of intercollegiate athletic communications management. Experience in an intercollegiate or professional athletic communications office as an intern, student-worker, etc.

Preferred Qualifications:
Previous experience in an athletic communications/sports information office as a student-worker or internship.

To Apply:
Submit your resume and cover letter via email to Christina Cracolici (christina.cracolici@maine.edu).