



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

# MEDIA RELATIONS ASSISTANT (PART-TIME)

POSITION REFERENCE NUMBER: 10816-105

## GENERAL FUNCTION

Responsible for implementation of the media relations functions for assigned sports, within the guidelines, rules, and regulations of the University and the NCAA. This is a part-time position not eligible for University benefits. Work hours are limited to 950 per calendar year and less than 29 hours per week consistently.

## RESPONSIBILITIES

1. Disseminates information for all assigned sports, including:
  - a. Participates in the writing, editing, and distributing of sports information in the form of Athletic Department website stories, social media accounts, press releases, media guides, game programs, telephone interviews, etc. on a timely basis.
  - b. Compiles and reports statistical information, statistical records, records of competition, and archival information on a timely basis.
  - c. Participates in the response to University and public inquiries as related to athletic events, student-athletes, and coaches.
  - d. Coordinates the nomination of, and promotes serious consideration of outstanding student-athletes as candidates for Conference, Regional and National awards, both for athletic as well as academic excellence.
2. Provides media relations function on day of competition, including:
  - a. Assists in the hiring of game-day workers for home competition of assigned sports, including statisticians, clock operators, public address announcers, scorekeepers, etc.
  - b. Provides supervision to game day workers during home competition.
  - c. Provides statistical and/or game-tracking services during athletic competition as needed for assigned sports.
3. Other duties and responsibilities as assigned, including serving as Game Management administrator for selected events.
4. On occasion may need to drive on behalf of the University.

## MINIMUM QUALIFICATIONS

1. Bachelor's degree required; Master's degree preferred.
2. Minimum one year experience in collegiate media relations.
3. Valid driver's license.
4. Strong writing skills, communication skills, and organizational skills.
5. Proficient in social media platforms and website development.
6. Commitment to University and NCAA rules.



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## OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **June 23, 2017**

## HOW TO APPLY

Submit a letter of interest and an attached resume to [jobs@rmu.edu](mailto:jobs@rmu.edu). To ensure proper processing, applicants must use the following subject line format:

**First Name Last Name – Position Reference Number**

**Example: Bob Morris - 123456**

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