REPORTS TO: Director of Athletics, Sports Information Director and Assistant Sports Information Director

DESCRIPTION
Graduate assistants in the athletic department generally work approximately 20 hours per week assisting full-time sports information and athletics department staff with administrative responsibilities. In return for this commitment, recipients receive a stipend for graduate work.

Graduate Assistants will assist the Sports Information Department in day-to-day operations. This person will also help to improve and maintain the athletics website, develop game-day programs, help with the tracking and inputting of statistics for live stats during games, be asked to operate scoreboards and also occasionally act as a photographer.

The Graduate assistant may also need to fill in from time to time as Site Administrator or perform other duties as needed by the athletics department.

Experience and knowledge of all 16 sports that Medaille offers is preferred as well as any experience with Presto, Sidearm, Genius and Stat Crew Software. Strong writing skills and experience with Microsoft Office is also preferred. Undergraduate cumulative GPA of at least a 3.00 is also preferred.

RESPONSIBILITIES
- Maintain and update the athletics website
- Assist with tracking and inputting statistics for home contests
- Write athletic department press releases and game updates
- Maintain and update the athletics department social media accounts
- Set-up and operate audio and video equipment for live streaming of home contests
- Develop game day programs
- Occasionally staff athletic events as an official college employee acting as the on-site supervisor
- Maintain crowd control before, during and after the contest
- Ensure spectators are kept a safe distance from the field of play and team bench areas and monitor verbal comments, taking action (or seeking assistance) when necessary
- Uphold all conference rules of conduct, including those defined in the conference fan sportsmanship initiative
• Report any problems to the respective athletic director or site administrator (host or visiting)
• Know institutional procedures for contacting emergency personnel or campus security
• Ensure facilities are “contest-ready” a minimum of 60 minutes prior to game time. Properly trained game support staff (e.g., sideline runners, lines people, and clock operators) should be on site a minimum of 30 minutes prior to game time.
• Supervise student workers for assigned home contests for set-ups and game management ensuring workers sign in and out at assigned location
• Assist with transportation of student workers to home contest locations
• Other duties as assigned by athletic department staff, including assisting the SID with summer maintenance of the website (interfacing with coaches to obtain schedules and rosters)