



GRADUATE STUDENT COORDINATOR

SMC ATHLETIC COMMUNICATIONS

Position Title: Athletic Communications Graduate Student Coordinator

Status: Student, Part-Time, Non-Exempt (approximately 20 per week)

Location: Saint Mary's College of California

Reports To: Director of Communications

Compensation: Students will be given a \$1,750 scholarship each full-time Fall/Spring semester they hold the position in addition to being paid hourly.

Position Description

The Saint Mary's College Department of Athletics is looking for an individual who wants the opportunity to experience what it is to work in athletic communications with a Division I Athletic Department that is competing for championships on a yearly basis. We offer a fun, fast-paced environment, and a learning experience that will build your skills in athletic communications.

- Assist in the day-to-day operation of the Sports Information office. This includes, but is not limited to: writing press releases, game recaps, and feature stories for assigned sports. Other tasks include maintaining statistics, record books, photo galleries, managing the athletics website, and photographing the athletes.
- Serve as the primary contact for assigned sports while aiding in the coverage of other in-season teams.
- Conduct all aspects of pre-game, in-game, and post-game coverage for assigned home contests.
- Promote Saint Mary's athletics through social media including Twitter, Facebook, and Instagram.
- Interact with local and national media outlets. Help coaches and student-athletes schedule and conduct interviews.
- Score games using StatCrew or NCAA LiveStats.
- Produce game notes, flyers and previews.
- Evening and weekend work is required.

Required Qualifications

- Must be admitted and enrolled in the Graduate Kinesiology program with a minimum of 5 units during the Fall semester in order to maintain eligibility. Students are eligible to continue in the position during their time as a Graduate Kinesiology student assuming successful progress in the program and approval of the supervisor.
- Available 20 hours a week
- Previous work with Adobe Creative Cloud, preferred
- Ability to work weekends, nights and odd hours
- Previous writing experience, preferably within the sports field