GRADUATE ASSISTANT – ATHLETIC COMMUNICATIONS ASSISTANT / SOCIAL MEDIA COORDINATOR

Graduate Assistant for Athletic Communications Assistant/Social Media Coordinator

DESCRIPTION OF JOB:
Edgewood College has an immediate opportunity for a Graduate Assistant for Athletic Communications Assistant/Social Media Coordinator.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

Responsibilities:
The Graduate Assistant for Athletic Communications (80%) will assist the Director of Athletic Communications with publicity efforts for the College’s 16-sport athletic program. Primary responsibilities will include: updating and managing the college’s athletic website (EdgewoodCollegeEagles.com); writing game and event recaps; assisting in design of athletic publications; compiling team statistics and records; compiling in-game statistics; reporting results to local, regional, and hometown media; monitoring and providing social media content and assisting with game operations. Ability to work weekends as well as nights is required, along with occasional travel.

As the College’s Social Media Coordinator (20%) the successful candidate will assist the Director of Marketing and Communications in maximizing the College’s social media channels. Primary responsibilities include: providing quality content; planning and executing social media marketing campaigns; monitoring the College’s social media channels for appropriate use both internally and externally; educating and assisting College entities on use of social media; developing and refining the College’s social media policies.

JOB QUALIFICATIONS

Necessary Education or Work Experience:
A bachelor's degree, previous experience in a sports information office and previous experience with Stat Crew Software are strongly preferred. Strong writing and communication skills and a solid understanding of sports and sports statistics, experience working with a wide variety of sports and knowledge of Adobe InDesign and Adobe Photoshop are also preferred.

Other Qualifications:
Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Compensation: $10,000/year, up to 9 graduate credits per semester, on-campus meal stipend

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – GAAC1
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer