



## **King's College**

### **Graduate Assistant - Sports Information – Two-Year Position**

**Position Summary:** The Sports Information Graduate Assistant will collaborate with the Director of Sports Information on publicity efforts for the College's 29-sport Division III varsity intercollegiate program. Responsibilities will include updating the College website and social media sites; a focus on the athletics department multimedia functions, assisting with game day operations including live streaming video and live stats; editing promotional videos; designing, writing and editing game programs and post-event releases; formulating and writing feature stories on King's student-athletes; and reporting results to local and regional media.

The temporary position is a 10-month position (August 1st-May 31st) with a \$3,300 stipend, free housing in a graduate assistant house on-campus, 100 meals per semester, 2 graduate classes per semester. Taking advantage of the graduate classes at King's is not a requirement for the position.

Start Date would be August 1, 2021.

**Qualifications:** Excellent communication and writing skills, strong work ethic and ability and willingness to work athletic events, irregular schedules, weekends, and evenings. The work would involve daily coverage of sporting events, including writing press releases, desktop publishing, maintaining statistics, filing game stories and postings to the athletics website ([www.kingscollegeathletics.com](http://www.kingscollegeathletics.com)). A well-rounded knowledge of athletics, including those sports offered at King's College preferred.

Bachelor's degree is required and experience in a sports information office as a student or postgraduate is preferred. A general working knowledge of a collegiate athletics department as well as experience with photography, webcasting, video production software, and video web streaming are a plus but not required. Displaying the ability to multi-task and work within a fast-paced high-pressure environment are essential. Prior working knowledge of Stat Crew, NCAA LiveStats or other computer statistics programs is preferred, along with Adobe Creative Cloud or similar systems a plus.

King's GA's serve as the primary contact for several Olympic sports as assigned and will assist the Sports Information Director and Assistant Sports Information Director with other office tasks and duties associated with the profession while complying with all NCAA, Middle Atlantic Conference, ECHC and King's rules, regulations, and policies.

**Location:** King's College, Wilkes-Barre, PA 18711

**To Apply:** Send a cover letter, resume and three references to the following email: Jamie Chagnon, Director of Sports Information, [jamiechagnon@kings.edu](mailto:jamiechagnon@kings.edu).