Emory University, a member of the University Athletic Association and sponsor of 19 Division III sports, is seeking applications for a graduate assistant position for the 2020-21 academic year in the area of Sports Information. The graduate assistant will report directly to the Sports Information Director.

Duties include but are not limited to:

- Assisting with the video efforts of the Sports Information Department, including streaming of home athletic events, interviews with student-athletes and coaches and other video initiatives
- Assist with the updating of the Emory Athletics website
- Assist with the updating of the Athletic Department’s Facebook, Twitter and Instagram accounts
- Serve as the main contact for sports to be determined by the Sports Information Director
- Keeping statistics at various home events
- Write press releases detailing accomplishments of student-athletes and teams
- Arrange and attend photo sessions
- Help maintain the photo archives of the Sports Information Department
- Help direct the work flow of a 10-12 member student staff
- Other duties assigned by the Sports Information Director

Job Requirements:

- Enthusiastic and Dependable
- Can take direction and follow through on tasks
- Strong writing ability and good verbal communication skills
- Weekend work and at times, odd hours

Preference will be given to applicants who possess some experience with Adobe Creative Suite, the Statcrew and NCAA Genius stat packages and working knowledge of social media platforms.

The compensation package includes a tuition waiver for classes at Georgia State University Sports Administration program for the Fall 2020 and Spring 2021 semesters and a stipend of $10,000, paid monthly during the time of the appointment. The starting date will be August 1, 2020 and continues through May 31st 2021. This is a 20 hour per week position that reports directly to the Sports Information Director. The Sports Information Director would schedule the 20 hours per week based off
the needs of the program. Fees and books are not covered by the waivers. The offer is contingent on your acceptance into the Sports Administration program at Georgia State University.

Please e-mail a cover letter and a resume with at least three references to John Farina, Sports Information Director at: ifarina@emory.edu. Review of applicants will begin immediately and will continue until position is filled.