



**Position:** Graduate Assistant – Athletic Communications  
**Department:** Athletics

The University of Pikeville (UPIKE), the Leading University in Central Appalachia, is actively seeking candidates for a Graduate Assistant for Athletic Communications. Candidates must have a commitment to upholding the academic and athletic mission of the University. This position will assist with all aspects of the athletic program. This can include assisting in the maintenance of content for UPIKE athletics, and athletic publications, managing statistics, and promoting athletics programs.

**Responsibilities:**

- Maintains the UPIKE athletics website with accurate and up-to-date content.
- Assists in game day setup, preparation, execution, and breakdown.
- Covers determined number of sports in all aspects.
- Create video and graphic design content for various social media platforms.
- Organizes photo galleries and utilizes Photoshop when necessary.
- Updates sports records.
- Maintains student-athlete and staff bio information.
- Communicates with internal staff and external constituents daily.

**Service Orientation:**

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**Education/Skill Requirements:**

- Bachelor's Degree required. Background and understanding in graphic design, video editing, and document layout.
- Experience in college athletics environment communicating with student-athletes and coaches.
- Working knowledge of sports photography techniques and best practices (will build on knowledge foundation).

**Relationships:**

Position requires daily contact with sports information directors, coaches, supervisor, athletes, parents, alumni, various campus departments, and the general public in order to communicate information about the athletics department. These relationships are maintained through e-mail, telephone, and person-to- person contact.

\*Graduate Assistants receive tuition waivers of up to 6 hours of classes per semester, a monthly stipend, housing & a meal plan. The meal plan covers the actual number of weeks that classes are in session during the fall and spring semesters.

**Important Notes:** Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.