

# Job Posting



Position	Department	Reports to
<b>Graduate Assistant-Sports Information</b>	<b>Athletics</b>	<b>Sports Information Director</b>

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## General Responsibilities:

Grace College is seeking a Graduate Assistant for Sports Information. The two-year assistantship begins in August and includes tuition remission, a meal plan, and an annual stipend. The Graduate Assistant Coach reports directly to the Sports Information Director and is responsible for assisting in the planning, directing, and implementing of managing game events and set up for the events. The Graduate Assistant will also report to the Athletics Admissions Coordinator in regards to recruiting, individual development and spiritual growth. Duties include, but not limited to: serving as a teacher of sports information to students who serve as student SID's, assisting with equipment set up and overseeing all aspects associated with game management from the sports information office, work to build the Grace College brand through athletics, helping develop the website, assist with game day programs and recruiting materials and assist the SID with department development. Plan, organize, conduct, and evaluate strategies for the athletic department through the SID office. Serve as a leader, mentor, and role-model to the student who serve as student SID assistants in the program. Assist Sports Information Director in the preparation of hosting the NCCAA national tournament as well as all home athletic events during the year. Strong organizational skills with an ability to effectively communicate are essential. Oversee administrative processes and procedures as assigned. Ensure compliance with all Grace student life, NAIA policies and Grace College policies & procedures.

## Institution Requirements:

Graduate assistants must sign the community lifestyle statement for all Grace employees. Graduate assistants cannot have dating relationships with athletes in the program they teach/coach at Grace College. All discretion should be used in graduate assistant and potential athlete relationships. Should any dating relationship begin with an athlete within a different sport, the graduate assistant must notify their supervisor immediately.

## Academic Requirements:

The candidate must enroll in one of the graduate programs that Grace College offers. The candidate must enroll in a minimum of 6 credit hours per semester. To remain employed in the assistantship, the candidate must successfully progress through the graduate program requirements. If the candidate does not continually meet the graduate program requirements, the candidate could be terminated. However, if the candidate terminates employment, the candidate may continue enrollment by acquiring responsibility for the financial costs of the program.

Cohorts are generally considered to be a maximum of 25 students. If a cohort is considered full with tuition-paying students, no more than two tuition-benefit eligible employees may join the cohort beyond the established enrollment limit. If a cohort is not full with tuition paying students, then tuition-benefit employees may be added to the cohort until it is full, but not beyond the maximum. Selection for tuition benefit eligible students will be determined based on the application completion date for enrollment in the cohorts. Grace will give priority for enrollment to students who do not receive the Grace Schools tuition benefit if a course is full. If a course is full you will be placed on a waiting list for the next available opening. Placement on the waiting list will be determined based on the application completion date.

# Job Posting



Position	Department	Reports to
Graduate Assistant-Sports Information	Athletics	Sports Information Director

## Qualifications:

Bachelor's degree required and college playing experience preferred. Applicant must obtain acceptance in Grace College graduate program and have a personal commitment to Grace's mission of Christian higher education. A valid driver's license is required. Applicants must be able to work an untraditional work schedule (i.e. frequent nights and weekends).

## Status: Part Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 5-7-19