

## **Athletic Communications Graduate Assistants - (2 positions)**

The Baldwin Wallace University Office of Athletic Communications is seeking two qualified assistants beginning on August 7, 2023. This two-year graduate assistant position will include tuition reimbursement, a 10-month salary and year-round housing. Weekend and night work will be required. Applicants must be accepted into the Baldwin Wallace Sport Management MBA.

### **Major Responsibilities Include:**

- Assist the Director of Athletic Communications and Assistant Director of Athletic Communications with the promotion and publicity of all 28 intercollegiate sports
- Write and edit press releases, game stories and student-athlete features
- Produce athletic publications such as game programs
- Assist with the updating of the athletics website, [bwyellowjackets.com](http://bwyellowjackets.com)
- Assist with the production and management of video scoreboards
- Assist with video game day streaming
- Manage video content for the website
- Compile and distribute statistics
- Maintain BW athletics social media sites
- Create and design graphics
- Operate computer programs, including Adobe InDesign, Photoshop, NCAA Live Stats, Presto Stats and Stat Crew System software

The Athletic Communications Graduate Assistants will serve as the primary contacts for specific sports determined by the Director of Athletic Communications and Assistant Director of Athletic Communications as well as familiarity. Candidates may also assist with other game day duties.

Baldwin Wallace, a private, liberal arts-based university, is a NCAA Division III institution sponsoring 24 varsity sports, and is a founding member of the Ohio Athletic Conference. Berea, Ohio is located 20 minutes from Cleveland.

**Requirements:** Bachelor's degree in communications, sport management or related field is required. Strong communication and expertise in NCAA Live Stats, Presto Stats and Stat Crew software is required. A working knowledge of public relations and college sports is also expected.

Preference will be given to applicants with experience in a collegiate sports information office, website management, graphic design and a working knowledge of Adobe Systems, digital photography and video-editing software.

Admission to the BW Sport Management MBA is required.

Application information is available at: <https://www.bw.edu/schools/business/graduate-professional/master-business-administration-mba/admission/>

### **To Apply:**

- The application deadline is April 28, 2023.
- Within the GA application form, please submit a resume, cover letter, and contact information for three professional references in one (1) Word document or one (1) PDF.

Individuals interested in learning more about this position or other opportunities at Baldwin Wallace within the department of Athletics should connect with Libby Alsayegh, administrative assistant, at 440-826-2140 or lalsayeg@bw.edu.

**Baldwin Wallace University is an EEO/AA employer and educator. At BW, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs - <http://www.bw.edu/about/diversity/>**