

***Graduate Assistant Positions***

***Graduate Assistant Men and Women’s Track & Field***

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| Salary: | Open | Location: | [Williamsburg, Kentucky](http://maps.google.com/maps?ie=UTF8&ll=36.744037,-84.165125&z=13) |
| Employer: | University of the Cumberlands | Type: | Part-time - Graduate Assistant |
| Categories: | Coaching, Coaching - Track & Field | Required Education: | 4 Year Degree |

**Job Description**

University of the Cumberlands invites applicants for the graduate assistant coaching position in Men and Women's Track and Field for the throws position. The candidate will assist the head coach in all aspects of the program including, but not limited to, recruiting, coaching, and office duties.

***Baseball Graduate Assistant***

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| Salary: | Open | Location: | [Fremont, Nebraska](http://maps.google.com/maps?ie=UTF8&ll=41.441269,-96.494304&z=13) |
| Employer: | Midland University | Type: | Full-time - Graduate Assistant |
| Categories: | Coaching, Coaching - Baseball | Preferred Education: | 4 Year Degree |

**Job Description**

GA Posting: Midland University is accepting applications for a graduate assistant baseball coach. Duties will begin as quickly as possible with classes beginning in January. Midland University is a member of the Great Plains Athletic Conference and National Association of Intercollegiate Athletics.

The coaching position will be housed within our graduate assistant structure, requiring admission to the University's Masters of Education and Leadership program. In addition to a full tuition waiver, the position includes free housing, a meal plan and a stipend. The candidate will have responsibilities in all aspects of the program; assist in all practice sessions and games; assist in preseason and in-season conditioning programs; assist with day-to-day operation of program, including recruiting, game management and office duties.

***Graduate Assistant - Volleyball***

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| Salary: | Starting at 6,200.00 | Location: | [Peru, Nebraska](http://maps.google.com/maps?ie=UTF8&ll=40.479889,-95.731319&z=13) |
| Employer: | Peru State College | Type: | Full-time - Graduate Assistant |
| Categories: | Coaching, Coaching - Volleyball | Required Education: | 4 Year Degree |

**Job Description**

The Graduate Assistant will be expected to participate as an active member of the Athletic Department. They will support and assist in fulfilling the mission of Peru State College Athletics and Peru State College. The Graduate Assistant will serve as an assistant volleyball coach.

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504.

**Requirements**

Responsibilities will include coaching, all aspects of recruiting, assisting with film breakdown, game and practice preparation which includes video cut-ups and other duties as assigned. Peru State College is a NAIA institution. This is a two year assistantship that requires a bachelor’s degree, admission to the graduate program of the College, and collegiate playing/coaching experience. Anticipated start date is January 1, 2013. Compensation will be an annual $6200 stipend, graduate school tuition (student fee portion of online tuition rate and books will be the student’s responsibility). This ten-month position (July 15-May 15 yearly) requires work hours outside of the normal workweek, including evening, weekend and holiday hours.

***Graduate Assistant – Total Person Program***

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| Salary: | Open | Location: | [Columbia, Missouri](http://maps.google.com/maps?ie=UTF8&ll=38.948231,-92.327335&z=13) |
| Employer: | The University of Missouri | Type: | Part-time - Graduate Assistant |
| Categories: | Operations, Operations - Academic Support | Required Education: | 4 Year Degree |

**Job Description**

The University of Missouri is seeking a qualified candidate to fill one Graduate Assistantship in the Department of Intercollegiate Athletics. Reporting to the Total Person Program's athletic academic support staff, the graduate assistant position will work in all facets of student-athlete academic support services. Academic graduate assistant responsibilities will include mentoring student-athletes, monitoring student-athlete academic progress, assisting with coordinating/supervising study halls as a learning supervisor, assisting with on-campus recruiting, assisting in hiring and scheduling academic tutors, preparing academic reports and assessments, and other duties as assigned by the athletics academic staff. Qualifications include: Bachelor's degree required in an appropriate discipline and an intent to work in the field of student-athlete academic services. The successful candidate must possess excellent written and oral communication skills, be a strong self-starter, and have excellent organizational skills and show great attention to detail. As working in the field of athletics academic services is not limited to a traditional work week, the candidate must be willing to work some nights and weekends. We are seeking a candidate willing to expend extra effort to obtain the full experience possible from this position, which will entail a significant investment of time and energy. The graduate assistant position offers a tuition waiver and monthly stipend starting January 2013. Appointments will be reviewed annually and comparable funding and duties are available for summer.

***Graduate Assistant – Academic Support Services***

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| Salary: | Open | Location: | [West Lafayette, Indiana](http://maps.google.com/maps?ie=UTF8&ll=40.495856,-86.967180&z=13) |
| Employer: | Purdue University | Type: | Full-time - Graduate Assistant |
| Categories: | Operations, Operations - Academic Support | Preferred Education: | 4 Year Degree |

**Job Description**

Assist assigned academic advisor and sport team members with academic advising issues. Assist in gathering data and preparing reports for advisors in all facets of academic support services. Assist in preparing grade check reports for advisors twice each semester. Prepare weekly reports for study hall usage for academic advisors and coaching staff. Assist in recruiting and maintaining tutor database for the tutoring program for student-athletes. Assist with bi-weekly payroll for the tutoring program.

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| **NOTES:** | 2 openings. Additional Salary Information: This is a two-year assignment and includes a monthly stipend (with paid vacation/sick leave) and full waiver of tuition and fees except for approximately $900 per semester. Start date will be mid-late summer 2013. Applicant credentials will be accepted until position is filled. Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce. |

**Requirements**

Qualifications:

Bachelor's degree and admission to a Purdue University graduate program Strong organizational and computer skills (Microsoft Office) The ability to work independently in a fast-paced environment and meet established work deadlines Evening and weekend hours required

Preference will be given to applicants interested in a career in academic advising in intercollegiate athletics upon completion of graduate program.

***Graduate Assistant Coach, Women’s Tennis***

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| Salary: | Open | Location: | D.C. |
| Employer: | The George Washington University | Type: | Part-time - Graduate Assistant |
| Categories: | Coaching, Coaching - Tennis |  |  |

**Job Description**

The George Washington University is accepting applicants for one Graduate Assistant position. This individual will be responsible for assisting the Head Women’s Tennis Coach in all aspects of the women’s tennis program. Duties include, but are not limited to, recruiting and administrative duties, organizing and implementing practice sessions, team travel, fundraising, promotional functions, and on-court coaching.

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| **NOTES:** | Additional Salary Information: Compensation: Stipend ($13,000 annual stipend, paid over 10 months), tuition, books, fees (Fall and Spring semesters only – 9 credits each semester). This is a one-year appointment for the 2013-2014 academic year with possibility of renewal. |

**Requirements**

**Qualifications**: Candidates must possess a bachelor’s degree and should have a strong work ethic, positive attitude, good oral, written, and interpersonal communication skills, and experience as an intercollegiate player and/or coach. Must be willing to work evenings/weekends/holidays and travel with team is required. Valid driver’s license required. Candidates must pass all appropriate background checks. Acceptance into a Graduate Program at the George Washington University is a necessary prerequisite for the position.

Interested applicants should forward their cover letter, resume, and names and telephone numbers of three references.

THE GEORGE WASHINGTON UNIVERSITY IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) EMPLOYER

***Athletic Training Graduate Assistantship***

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| Salary: | Open | Location: | [Tiffin, Ohio](http://maps.google.com/maps?ie=UTF8&ll=41.121369,-83.175860&z=13) |
| Employer: | Heidelberg University | Type: | Full-time - Graduate Assistant |
| Categories: | Sports Medicine, Sports Medicine - Athletic Training | Required Education: | 4 Year Degree |

**Job Description**

GRADUATE ASSISTANT POSITION VACANCY NOTICE 2013-2015

**POSITION** One Athletic Training Graduate Assistantship is available through Heidelberg University’s Department of Athletic Training. This position is a ten month appointment beginning August 2008 and is renewable for two consecutive years.

**RESPONSIBILITIES** Report to the Chair of Athletic Training with supervision by the Head Athletic Trainer. The GA Athletic Trainer will assist in evaluating injuries, administering treatments, and implementing rehabilitation programs to a variety of varsity intercollegiate athletes, focusing on Football and Baseball and any other coverage as assigned.

GA Athletic Trainer will have direct involvement with CAATE Accredited ATEP curriculum.

Coverage of home and away events as assigned by the Head ATC.

Participation in mentoring program to improve leadership and teaching skills.

Supervision, mentoring and evaluation of Athletic Training Students

Other duties as assigned by Chair of Athletic Training.

**DEADLINE:** November 20, 2012 for January 2012 Start Date

**APPLICATION:** Send the following documents via e-mail to Mr. Bean at jbean@heidelberg.edu:

(1) Letter of Application addressing qualifications, responsibilities, and goals

(2) BOC certification Number and OTPTAT Board License Number

(3) Current resume

(4) Three confidential letters (signed) of recommendation specifically addressing Athletic Training knowledge, professionalism, and clinical skills.

(5) Official copy of undergraduate transcript (Send two copies, one to the graduate school within the application and one directly to Mr. Bean) To: ATHLETIC TRAINING DEPARTMENT Mr. Jerry Bean MS, AT, ATC, CSCS Head Athletic Trainer Heidelberg University 310 E. Market Street, Saurwein 215 Tiffin, OH 44883 (Fax) (419.448.2007)

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| **NOTES:** | Additional Salary Information: COMPENSATION Candidate selected for graduate assistant athletic training positions will receive:1) Full Tuition Waiver2) Room & Board 3) Stipend |

**Requirements**

**QUALIFICATIONS**: Acceptance into the Graduate Studies Program at Heidelberg University

Successful completion of BOC Certification Examination

Current license to practice Athletic Training in the State of Ohio (prior to start date)

Undergraduate Athletic Training experience with varsity sports

***Graduate Assistant for Athletics Communications***

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| Salary: | Open | Location: | [Akron, Ohio](http://maps.google.com/maps?ie=UTF8&ll=41.071607,-81.544895&z=13) |
| Employer: | The University of Akron | Type: | Part-time - Graduate Assistant |
| Categories: | Operations, Operations - Marketing/Promotions | Required Education: | 2 Year Degree |

**Job Description**

The University of Akron is now accepting applications in the Department of Athletics for the position of Graduate Assistant for Communications. The University of Akron, a Division I institution located in Akron, Ohio, is a member of the Mid-American Conference, is part of the Football Bowl Subdivision and maintains 19 men’s and women's intercollegiate sports. This position will interact within the department’s external relations operation, which includes marketing and promotions, new media, ticketing and development.

**Responsibilities**: The successful candidate will report to the Assistant Athletics Director for Communications and be responsible for establishing and maintaining relationships with local, regional and national media to maximize coverage and exposure for Athletics through both traditional and new media sources. Duties include, but are not limited to, extensive copywriting (press releases, media guides and web site), layout and design (media guides, web site and other publications), editing and record keeping, as well as all game day obligations of assigned sports, which include being the primary contact for at least two Olympic sports and assisting on game day and with other duties related to football and men’s basketball. The successful candidate will also have responsibilities in maintaining GoZips.com, the department’s official web site.

**Requirements**

**Qualifications**: Bachelor's degree required with major in journalism, communications, public relations or related field preferred. Strong verbal and written communication skills as well as excellent computer skills required. At least one year of experience in an athletics media relations office preferred. Knowledge of Photoshop and InDesign is essential. Familiarity with Stat Crew programs, MacIntosh applications and website content management systems is a plus.

Application Process: Must be admissible to The University of Akron Graduate School. Compensation includes a $6,000 stipend (nine-month contract) and tuition waiver. Student is responsible for any fees. Position is renewable (pending Athletics approval) for a second year. Position begins January 2013.

***Graduate Assistant, Sports Marketing***

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| Salary: | Open | Location: | [Wheeling, West Virginia](http://maps.google.com/maps?ie=UTF8&ll=40.069414,-80.687797&z=13) |
| Employer: | Wheeling Jesuit University | Type: | Part-time - Experienced |
| Categories: | Operations, Operations - Marketing/Promotions | Required Education: | 4 Year Degree |

**Job Description**

The Athletics Department at Wheeling Jesuit University is seeking a Graduate Assistant for Sports Marketing. The GA will assist with game day operations, creating press releases and keeping stats for all sporting events.

**ESSENTIAL FUNCTIONS**:

•Assist with athletic publications for all athletic teams, including but not limited to schedule posters and cards, media guides, game day programs and feature stories.

•Assist with maintaining current team and individual statistics and distribute them to the WVIAC conference office, NCAA, and all media outlets.

•Assist with coordinating activities surrounding all home athletics contests including: promotion of event, site setup, and hosting visiting and local media.

•Responsible for staffing and managing all in-game operations for game tape exchange, statistics, live stats, scorekeeping, public address, scoreboard and timing of all athletic events.

•Distribute all statistical information before, during and after events to the media, official scorer, Cardinal Cast and Public Address announcers.

•Assist with maintaining the WJU athletic website.

•Assist with creating and distributing weekly athletic event schedule on campus and email campus community on all home games, cancellations, and make-up dates.

•Promote post season honors for outstanding athletes, coaches and administrator and submit them to the conference office.

•Other duties as assigned.

**APPLICATION REQUIREMENTS**:

•Letter of application describing your relevant experience

•Current resume

•Contact information for three to five references

AS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, WE ENCOURAGE APPLICATIONS FROM QUALIFIED VIETNAM ERA VETERANS, DISABLED INDIVIDUALS, MINORITIES, AND WOMEN

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| **NOTES:** | Additional Salary Information: Stipend and tuition remission in a Graduate Program at WJU |

**Requirements:**

•Bachelor's degree with a 3.0 cumulative grade point average from a four-year college or university.

•Must be fully accepted into a master's Degree program at Wheeling Jesuit University. The position is contingent upon the candidate's actual enrollment in a master's program.

•Must be fluent with Microsoft Office Suite technologies.

•Desired technical fluencies include HTML, Adobe Photoshop, and website CMS.

•Experience working with NCAA statistical software and/or other statistical software preferred

•Prior experience with athletic and other event planning and promotion development and execution preferred.

•Excellent oral and written communication skills.

•Must be highly organized with strong attention to detail.