



**Athletic Communications, Graduate Assistant
Northern Arizona University Athletics**

Northern Arizona University Athletics, a member of the Big Sky Conference, is searching for two (2) qualified, enthusiastic and driven candidates for the positions of Graduate Assistant for Athletic Communications. These positions will receive a full tuition waiver upon acceptance into graduate school and a \$10,000 annual stipend (10 months). It is expected that the selectee would hold this position for two years while working towards, and ultimately completing, their master's degree. Anticipated start date for this position is July 29, 2024.

Job Summary:

Reporting to the Associate Athletic Director/Communications, the Graduate Assistant for Athletic Communications is a key member of the athletic communications and overall external relations team. Working independently, under general direction, these positions will serve as the primary contacts for the Lumberjack volleyball, cross country and track and field programs among other assigned sports. Graduate assistants will also assist in the day-to-day coverage for Northern Arizona's 15 intercollegiate Division I programs.

Job Responsibilities:

- Oversee athletic communications efforts to positively promote and elevate the Northern Arizona Lumberjacks brand.
- Manage content on nauathletics.com including press releases, photos, bios and schedules for primary sports.
- Oversee all social media content (X, Instagram, Facebook) and assist in the creation of content, including graphics and video, for primary sports with an emphasis on creative story telling.
- Maintain historical records, statistics and archives for primary sports.
- Manage game day/meet day operations for primary sports and assist in game operations for other sports as needed.
- Travel with primary sports as required.
- Assist in the development of undergraduate interns.
- Other duties as assigned.

Preferred Experience:

- Bachelor's degree or experience in communications, journalism, public relations or related area.
- Acceptance into one of Northern Arizona University's graduate programs, found [here](#).
- Experience in writing and editing.
- Strong verbal, written and interpersonal communication skills.
- Capacity to juggle multiple responsibilities simultaneously in deadline-driven environment.
- Working knowledge of collegiate athletics and gameday/sport event environments.
- Ability to work weekdays and nights, weekends and holidays when necessary.

To Apply:

Please send a cover letter, resume and digital portfolio/work samples to Associate AD/Communications, Monica Cowbrough, at Monica.Jaenicke@nau.edu. Position will remain open until filled.