

**Molloy University**  
**Request for Graduate Assistantship/Graduate Research Assistantship Position**

School / Department: Athletics

Supervisor's Name and Title: Kelly Sacco

Graduate Assistantship Position Title: Athletic Communications GA

Check One:  Graduate Assistantship  Graduate Research Assistantship  
 Graduate Teaching Assistant

Please identify the areas you feel best suits your position for a graduate assistant (check all that apply):

MBA  Criminal Justice  Education  Nursing  Music Therapy  Speech Language-Pathology  
 Clinical Mental Health Counseling  Education – Ed.D.  Nursing Ph.D.  Nursing DNP  
 Communication Sciences and Disorders Ph.D.

**Please describe the major duties and responsibilities of this position:**

Develop and produce video content for the Molloy Lions social networks including Twitter, Instagram, Facebook, and YouTube.

Direct the live stream of home contests for 12 of Molloy's sports, including creating highlight packages to be sent out to media outlets and on social channels.

Design of game-day graphics and programs utilizing the Adobe Creative Suite.

Interview student-athletes and coaches for previews and feature content.

Assist in day-to-day upkeep of the athletic website, www.molloylions.com and other operational duties as assigned.

Serve as a primary contact for select sports as assigned, responsible for post-game recaps, feature stories, and statistics.

Assist in major athletic department events, such as the Athletic Department Hall of Fame and Awards Banquet.

**Please list the knowledge, skills and abilities necessary for this position:**

A Bachelor's degree in communications, sport management, or a related field.

Knowledge of the Adobe Creative Suite, specifically Premiere Pro, InDesign, and/or Photoshop.

Strong organizational, communication, and interpersonal skills with the ability to adapt to a fast-paced environment.

Candidates with previous experience in an athletic department are encouraged to apply.

**Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):**

Flexible  or please list hours needed: 300

↳ nights + weekends required

Do you have a graduate assistant currently in this position that you will be returning next year?  
 Yes  No If yes, Name :

Supervisor's Signature: Kelly Sacco Date: 11/4/24  
Dean or Department Chair's Signature: ASusan Cassidy Lyde Date: 11/4/24

Please return to the Gina Nedelka  
Executive Assistant for Research, Scholarship, and Graduate Studies (K322)  
[gnedelka@molloy.edu](mailto:gnedelka@molloy.edu)