



UMCR Department

North American University Marketing Department will employ a student to assist with various tasks.

Job Title: Athletics Media Assistant

Rate of Pay: \$9.00 per hour

Hours/week: Up to 20 hours/week

Employment Period: Fall 2022

Duties and Responsibilities:

- Write and publish sport stories on a weekly basis and after every sport event of any sports.
- Take, manage and publish all sport athletes' headshots.
- Assist in athletes' data harvesting and publication.
- Review stallions.na.edu daily in search of errors, discrepancies and improvements
- Be present and take media material at sport activities and events including but not limited games, practices, trainings, media days.
- Assist streaming team personnel during home games if need be.
- Assist in the making of media guides.

Minimum Job Requirements:

Must meet student employee eligibility requirements located at (<http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>). Must be a NAU student in good standing with the University and must have and maintain a minimum of 2.75 NAU cumulative GPA.

Knowledge and Skills Required:

- Extremely dependable, punctual, professional, and able to maintain confidentiality regarding all office matters.
- Very good understanding of the art of photography.
- Ability to utilize and properly maintain various photography equipment.
- Excellent communication skills.
- Attention to detail and well-organized.
- Works well in groups and independently.
- Willingness and ability to work as per established schedule with punctuality being of high importance.
- Experience with Microsoft Office products, including Outlook, Word, Excel, Forms, and Teams.
- Intermediate-level Excel and monitoring website, social media experience preferred.
- Demonstrated experience working with diverse populations.

To Apply: Send a resume to umcr@na.edu

All applicants will be considered.

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.