

501 East 38 Street
Erie, PA 16546
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mercyhurst.edu

EDUCATION AND EXPERIENCE

Bachelors' degree in sports journalism, sports administration, public relations or related field; Demonstrated strong writing and verbal skills; Web design and basic computer application experience; Demonstrated reliability and ability to perform under deadlines and handle multiple projects simultaneously; Must be independent and ~~active~~ with strong initiative.

Education/Experience/Skills Preferred: Two years in a university sports information, media relations or related field; Demonstrated strong writing and verbal skills required; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Skills: Public relations skills, management skills, strong oral and written communication skills, and effective interpersonal skills are required. Experience with the media, computers, the web and new media, and statistical software is required.

Effort: Frequently required to lift and carry equipment and materials weighing up to thirty pounds.

Other: The scope of the position frequently requires extended workdays and work weeks, including weekends, as well as overnight, ~~eff~~

