



Baylor University

SCHOOL OF EDUCATION

## Sport Management Graduate Program



## Graduate Assistant Program in Athletic Development/Bear Foundation

Initiated in the fall of 2016, the Baylor Athletic Department Graduate Assistantship Program has been developed to create a two-year paid apprenticeship-style experience within a specific area of athletic administration under the mentorship of established leaders in that field. Students in this program are selected from a national search process and complete a 36 credit hour master's degree in Sport Management while completing the graduate assistantship duties.

### General Expectations:

- Work diligently and professionally
- Meet established deadlines
- Communicate regularly on your progress on assigned tasks
- Report for work on time and in the appropriate professional attire
- Complete 20 hours of service each week to the designated program within the Athletic Department
- Promote the program positively throughout the campus and the Waco community

**SPORT MANAGEMENT GRADUATE PROGRAM**  
SCHOOL OF EDUCATION • DEPARTMENT OF EDUCATIONAL ADMINISTRATION  
One Bear Place # 97312 • WACO, TEXAS 76798-7312  
254-710-3117

# Specific Job Duties and Expectations

## Position 1

Job Title: **Graduate Assistant in Athletic Development/Bear Foundation**

Department Supervisor: Cody Gougler, Assistant Athletic Director

Work Supervisor(s): Alexis Keane, Director of Donor Seating & Services

Office Location: Simpson Athletics & Academic Center, Bear Foundation Suite

Expected Job Duties:

- **Event Management:** Assist in a specific area/event at football and basketball contests and fundraising events.
- **Communications:** Assist with Bear Foundation mailings to include compiling, maintaining, and processing address information for mailing lists, work orders, and other materials.
- **Financial Reconciliation:** Assist operational staff with gift processing and reconciliation. Monitor system to ensure accuracy of financial and general information.
- **Donor Relations:** Assist with donor relations, coordination of benefits, premium seating, and gift solicitation.
- **Compliance:** Maintain working knowledge of and adherence to all NCAA, Big 12 Conference, and institution rules and regulations and communicate immediately any possible infractions of such rules and regulations to the Athletics Compliance staff.
- Projected 20 hours per week. Evenings and weekends as necessary.
- Other duties as assigned.



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