



Baylor University

SCHOOL OF EDUCATION

Sport Management Graduate Program



Graduate Assistant Program in Equipment Services

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
- Promote the program positively throughout the campus and the Waco community
- Complete 20 hours of service each week for up to 46 weeks during the year to the designated program within the Athletic Department
- Start Date: Summer before first fall semester
- \$14.13 per hour; approximately \$13,000 per year

SPORT MANAGEMENT GRADUATE PROGRAM
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One Bear Place # 97312 • WACO, TEXAS 76798-7312
254-710-3117

Specific Job Duties and Expectations

Job Title: **Graduate Assistant in Equipment Services**

Department Supervisor: Jeff Barlow, Assistant Athletic Director

Work Supervisor(s): Christopher Scheidman, Director of Equipment Services

Office Location: Simpson Center, Equipment Room

Expected Job Duties:

- **Operations:** Assist equipment services staff with daily operation of the equipment room to include:
 - Laundry pickup, washing and dispersal
 - Equipment maintenance and repair
 - Practice field set-up and breakdown
 - Coach assistance before, during and after practice
 - Locker room preparation for all games
 - Loading and unloading of game truck for all home and away games
- **Communication:** Develop exceptional customer service through organization, communication and delivery with each of the assigned areas. Communicate with supervisor related to assigned areas of oversight.
- **Compliance:** Maintain working knowledge of and adherence to all NCAA, Big 12 Conference, and institution rules and regulations. Immediately communicate any possible infractions of such rules and regulations to the Athletics Compliance staff.
- Projected 20 hours per week. Evenings and weekends as needed.
- Other duties as assigned.

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