



Baylor University

SCHOOL OF EDUCATION

Sport Management Graduate Program



Graduate Assistant in Event Management and Facilities

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

Job Title: **Graduate Assistant in Event Management and Facilities**

Department Supervisor: Henry Howard, Associate Athletic Director

Work Supervisor(s): Will Lattimore, Director of Event Management & Facilities

Office Location: Ferrell Center, Facilities & Operations Suite

Expected Job Duties:

- Operations: Assist operational staff with facilities and athletic programs duties to include scheduling, reporting issues, identifying solutions, coordinating maintenance, and set up/break down.
- Administrative: Assist with review and implementation of facilities and operations policies and procedures to ensure athletic and special events are executed efficiently and effectively.
- 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.



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