



Sport Management Graduate Program

BAYLOR
SACE

Baylor Athletic Department Graduate Assistant Program

Initiated in the fall of 2016, the Baylor Athletic Department Graduate Assistantship Program has been developed to create eight (8) two-year paid apprenticeship experiences within specific areas 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 simultaneously completing their graduate assistantship duties. This program uniquely combines theoretical sport management perspectives, current research, and top-caliber practical experience within one of the nation's most successful and prestigious intercollegiate athletic programs.

Stipends for these work duties will be provided by the Baylor Athletic Department throughout the three academic terms of the year, and tuition remission/discount would be provided from the graduate school at 80% of tuition costs.

General Expectations:

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

Specific Job Duties and Expectations

Job Title: **Graduate Assistant in Student-Athlete Center for Excellence (SACE)**

Department Supervisor: Cori Bolts, Senior Associate AD for Student-Athlete Success

Work Supervisor(s): *Ramone Cooper, Ryan Amodei, Quentin Hendershot, Lindsey Fortner, Molly Ann Walke*

Office Location: Simpson Athletics & Academic Center

Position Description: The Operations Assistant will be given an opportunity to assist the Student-Athlete Center for Excellence (SACE) through a variety of responsibilities including office management, project management, marketing and communications.

Expected Job Duties:

- Directly report to the Senior Associate AD for Student-Athlete Success and assist in the day-to-day operations of SACE
- Participate in professional development programming designed specifically for assistant's cohort such as NCAA Eligibility, APR training, Effective Facilitation training, book clubs, mock interviews, etc.

- Perform tasks including, but not limited to, scheduling of meetings, overseeing the office calendar, managing supply orders and tracking staff out-of-office hours
- Coordinate bi-weekly SACE Team Meetings
- Coordinate weekly Leadership Team Meetings
- Handle confidential documents and sensitive information with discretion
- Assist with project management and event planning tasks related to the Golden Bruisers Awards show, the Student-Athlete Graduate Celebration, Parent and Student-Athlete Orientation, and BEAR Camp
- Assist Senior Associate AD for Student-Athlete Success with tasks related to assigned sports such as end of year surveys and reports
- Teach STL 1201, a Strategic Learning Course designed for freshmen student-athletes
- Contribute to Character Formation efforts such as career development programming, community engagement opportunities and/or event planning
- Serve on two or more of SACE's 7 committees
- Assist SACE Team with timely completion of projects
- Assist with the execution of event flyers and other collateral on behalf of the SACE Team
- 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.