

BAYLOR[®]

**SPORT
MANAGEMENT**

Sport Management Graduate Program



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Graduate Assistant Program with McLane Stadium Club Corp

Initiated in the fall of 2014, the McLane Stadium Graduate Assistantship Program has been developed to create a two-year paid apprenticeship-style experience within a specific area of sport management 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 29 hours of service each week to the corporate partner
- Promote the Sport Management program and Club Corp positively throughout the campus and the Waco community
- Maintain academic progress toward the degree including a 3.0 cumulative GPA

Specific Job Duties and Expectations

Job Title: **Graduate Assistant with McLane Stadium Club Corp**

Work Supervisor(s): Brock Meckelborg, Operations Manager

Office Location: McLane Stadium

Expected Job Duties:

- **Event Management:** Assist in planning and implementation for all events at McLane Stadium. Keep organized records of all aspects of events including: staffing, layout, set-up, takedown, sponsorships, costs and revenue.
- **Event Booking/Creation:** Booking events assists in the creation of revenue. There are a number of events that fall under your responsibilities. You will assist in the booking and supervising of stadium tours, birthday parties, bridal showers, etc. Creating new events is an exciting aspect of the assistantship. McLane Stadium is a multi-use venue and seeks to host all types of events. The staff allows for your input and ideas to be used throughout the creation, planning and implementation of a new event.
- **Operations:** Oversee the schedule of activities at McLane Stadium. Keep schedule conflicts from occurring. Make sure all events are staffed properly and all equipment needs are met. Inspect all areas that are used for events to ensure that they are kept clean and well-maintained.
- **Miscellaneous Activities:** Keep a watchful eye on the stadium and all areas pertaining to the stadium always keeping safety in mind. It will be your responsibility to keep things organized including the storage areas of the stadium. Moving equipment is a daily activity, so you should expect to perform manual labor along with the work you will do at your desk.
- **Projected 29 hours per week. Evenings and weekends as necessary.**

* Other duties as assigned.