

## **Graduate Assistant – Facilities & Events**

### **Posting Summary:**

The Facilities/Event Management Graduate Assistant will receive a monthly stipend (non-exempt) and be graduate school funded. This position will be involved with football, men's and women's basketball, volleyball, rowing, indoor track and field, swimming and diving, cross country, and baseball, and the maintenance of the corresponding facilities.

This position is subject to renewal at the end of year one for a maximum of two years.

### **Duties and Responsibilities of all Kansas Athletics Position:**

1. Adhere to University, Big 12, Kansas Athletics, and NCAA policies and procedures
2. Maintain knowledge of department activities, sports schedules, and procedures
3. Foster cooperative working relationships with fellow staff members within the department
4. Support the athletics department goals and philosophies as described by the Director of athletics and work to achieve and uphold the department's mission statement and core values
5. Maintain a positive attitude toward performing job duties and in working with other staff
6. Exhibit professional decorum at all times while representing Kansas Athletics, including routine events and meetings that occur outside of the office and on the road
7. Maintain the confidentiality of all information obtained while an employee of Kansas Athletics including all private, confidential, or sensitive information and ensuring compliance with FERPA, HIPAA, and other applicable regulations

### **Duties and Responsibilities of Event Management Graduate Assistant:**

1. Perform pre-game set up including entrances, field/venue, playing area, visiting team and official locker rooms, and other areas needed for events as well as the breakdown following the event/practice
2. Assist with the moving, programming, staffing, and implementation of the security plan for metal detectors at men's basketball and football events
3. Post necessary signage and assist in setting up parking for team buses, officials and fans
4. Meet, host, and organize visiting teams, officials and game day support staff (table crews, chain gang, scoreboard operators, ball kids, etc.)
5. Perform in-game responsibilities including crowd control, troubleshooting, assisting with maintaining a safe environment for players and spectators, escorting the visiting team, officials and home teams
6. Assist the Graphic Design Specialist with hanging/graphics projects in and around the facilities
7. Assist in the collection/dispersal of keys to KAI staff/contractors
8. Assist event management staff with all outside events to include: serving as liaison to contracting groups, arranging logistics, serving as onsite supervisor, and ensuring the event runs smoothly and to the standards established by Kansas Athletics.
9. Recruit, interview, hire, train and schedule student workforce for game days, event set ups and tear downs, etc.

10. Serve as liaison to outside vendors including, but not limited to: tent rental, radios, portable restrooms, timing services, and golf carts as well as oversee the accessible golf cart shuttle service for event days
11. Assist with tracking, organizing, and submitting invoices, as well as monitoring expenses for both the facilities and events budgets
12. Perform other duties as assigned by the Director of Facilities & Events

**Required Qualifications of Position:**

- Bachelor's degree from an accredited college or university
- Admission to, and continued enrollment in, a University of Kansas Graduate School program
- General knowledge of all Big 12 and NCAA competition guidelines related to game management
- Excellent organizational, oral, and written communications skills
- Proven strong work ethic and ability to work in a "team" environment
- Proficient in Microsoft Office
- Ability and willingness to work a flexible schedule, including evenings and weekends
- Valid driver's license

**Preferred Qualifications of Position:**

- Sports management coursework or degree
- Experience working in an intercollegiate athletic department
- Experience working in athletic facilities and event management or operations
- Working knowledge of Adobe InDesign and Illustrator

**Work Environment**

This job operates in both a professional office environment and outside at KAI related events, including inclement weather. This role routinely uses standard office equipment such as laptop computers and various digital devices, including, but not limited to: cell phone, printer, copy machine, and other related devices. This job requires flexibility and adaptability in schedule and the ability to perform job related duties on short notice.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This position may require frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; standing up to eight hours each day; and working in all weather conditions.

**Travel**

Moderate travel is expected for this position.

**Hours of Work**

This is a full-time position. Days and hours of work will vary based on the needs of the sports programs and as job duties demand. Early morning, evening and weekend work is sometimes required.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.