



**Student-Athlete Development
Graduate Assistantship
Emory Athletics and Recreation**

Emory Athletics is seeking a graduate assistantship with the Eagle Edge student-athlete development program.

Function

The Eagle Edge focuses on the holistic development of our student-athletes through programs, services, and training that address academic achievement, health and performance, leadership, community service, and life skills.

The graduate assistant will work with the Eagle Edge student-athlete development program throughout the appointment. The graduate assistant will perform assigned duties and projects in various areas of the Eagle Edge program.

These graduate assistant positions are two-year opportunities averaging 20 hours per week, including a tuition waiver to Georgia State University and a \$10,000 annual stipend. There are opportunities for professional development and additional hourly wages.

Responsibilities

Program & Event Management- 60%

- Assist in the programming of life skills, leadership, and academic-related related workshops.
- Coordinate student-athlete career/professional development events.
- Support community service/community outreach initiatives.
- Collaborate with athletics staff, coaches, student-athletes, and campus partners on diversity, equity, and inclusion initiatives.

Academic support- 10%

- Process travel letters for student-athletes to submit to faculty members.
- Assist in organization and dissemination of grade reports.
- Maintain confidentiality of student data.

Clerical & Other Duties- 30%

- Assist in roster management for all 19 athletic teams.
- Develop graphics/marketing materials for Eagle Edge events.
- Manage Eagle Edge social media efforts.

Reportability

The student-athlete development graduate assistant reports directly to the Assistant Athletic Director for Student-Athlete Success and Compliance and regularly coordinates with other professional staff members.

Accountability

The graduate assistant shall under no circumstances authorize expenditures in excess of budgets or supersede University policies without prior approval. This position also requires contact with Athletics department personnel and University faculty, staff, students, parents, vendors, and the general public.

Required Qualifications

- Bachelor's Degree from an accredited college or university.
- Acceptance and continued enrollment in a graduate program.
- Demonstrated strong interpersonal and communication skills.
- Ability and willingness to work flexible hours, including evenings and weekends as needed.

Preferred Qualifications

- Experience in intercollegiate athletics, student activities, and/or academic tutoring.
- Interest in a career in athletics administration.
- Ability to develop and facilitate student-athlete development programming.
- Demonstrated knowledge of diversity, equity, and inclusion initiatives.

For questions about this position, please contact Audrey Hester at audrey.hester@emory.edu