



**Events and Marketing
Graduate Assistantship
Emory Athletics and Recreation**

Emory Athletics at Emory University is offering a graduate assistantship position with a focus in Marketing and Event Management. Candidates must have experience in athletics, collegiate recreation, or student affairs.

Function

The graduate assistant will work with event management, marketing and game day promotions throughout the appointment. In addition, the graduate assistant will work on special projects with the Director of Events and Marketing. Involvement in projects related to areas of event management, operations, marketing and development will give the graduate assistant a varied experience that will involve a high level of interaction with the administrative staff, as well as with the individual sports programs and coaches.

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

Event Management & Student Supervision – 50%

- Serve as the game manager for varsity sports at Emory University which include men's and women's soccer, volleyball, men's and women's basketball, men's and women's swimming, baseball, men's and women's tennis, softball and men's and women's track & field.
- Coordinate the day-to-day operations related to event administration at each venue. This includes set-up and breakdown of all event-related equipment as well as operation of scoreboards and electronic sound equipment for each venue.
- Arrange meetings with head coaches prior to their sport seasons to discuss game-day procedures and coaches' expectations.
- Maintain and update event management manuals for each venue.
- Assist in the planning, along with other administrators, coaches, and staff for NCAA and/or Conference Championships.
- Manage student event staff for all home athletic events. Recruitment and hiring of new students.
- Conduct initial student staff on-boarding and training. Assist with regular student staff training and day-of event supervision/support.

Marketing Management – 50%

- Implement and execute the day-to-day marketing activities within the Athletic Department, including the coordination of marketing plans, promotional plans, and selected event management for department-sanctioned athletic events.
- Assist with coordinating and scheduling mascot appearances and the student employees that assist with appearances at events.
- Assist with special events such as Wonderful Wednesday's, Alumni Days and Parent's Weekend, The Emory Pep Rally and Friday Night Basketball
- Serve as a liaison for Athletics and other departments on campus for marketing and events.
- Assist in inventory control and maintenance of equipment and supplies for marketing and events.
- Perform other duties as assigned.

Authority

The Events and Marketing Graduate Assistant has the authority to assist with the overall management the events, marketing and the implementation of services. Additionally, the Events and Marketing Graduate Assistant supervises student employees and assists with student training.

Reporting Structure

The Events and Marketing Graduate Assistant reports directly to the Director of Events and Marketing and 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.

Qualifications

- Bachelor's Degree from an accredited college or university.
- Experience in the organization and administration of events and marketing within a university setting.
- Demonstrated strong customer service skills.
- Adobe Photoshop/Creative Suite/Canva experience preferred.
- Certified in CPR/AED or willing to complete course within the first two months of employment.
- Ability to bend, stoop, twist, and lift up to 50 pounds.
- Knowledge and ability to implement University and NCAA policies and procedures.
- Ability and willingness to work flexible hours, including evenings and weekends as needed.

For questions about this position, please contact Corbin Bryant at csbrya3@emory.edu.