

Game Day Operations Graduate Assistant

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Position Summary:

The Point University Athletics Department is looking for a qualified candidate for the Game Day Operations Graduate Assistant position. This person will report to the Athletic Coordinator and Athletic Director. This person will assist the Athletic Coordinator and Athletic Director with facility management, special event operations, and game day operations. The individual will work closely with both internal and external constituents, as well as Point University coaching staff, employees, vendors, and spectators. The Game Day Operations Graduate Assistant is expected to work a minimum of 10 office hours a week, in addition to nights and weekends when athletic events are taking place within the Athletic Facilities.

Knowledge, Skills, Ability:

- Proficient with Microsoft Office, with emphasis on Excel and Word
- Demonstrated sound organizational, coordinating, and personal interface skills
- Demonstrated excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees, and donors.
- Able to multitask when multiple athletic events are in session
- Must be flexible with working nights, weekends, and some holidays

Essential Functions:

- Development and execution of game management responsibilities for all home athletic events
 - Ensure all aspects of the facilities are ready for competition including locker rooms, housekeeping, tables, chairs, bleachers, doors, etc
 - Make sure that all game equipment is operational and set up appropriately (i.e. Sport Specific Equipment (basketball goals, volleyball net, etc.) and anything else pertaining to game day execution
 - Greet visiting teams and umpires/referees upon arrival and navigate each to designated locker room
- Hiring and Scheduling of Student Workers
 - Interview and train qualified individuals to sell tickets and concessions at football, volleyball, and basketball games.
 - Develop plan and execute weekly scheduling of student workers (i.e. GroupMe or standard group message)
- Other duties as assigned by the Athletic Coordinator or Athletic Director

Education

- Bachelor's degree from an accredited institution