



JOB DESCRIPTION TITLE: Graduate Assistant, Athletics Operations and Game Management

DEPARTMENT: Athletics

Responsible to: Assistant Director of Athletics

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I) Summary of Responsibilities: The Graduate Assistant-Athletics Operations and Game Management assists with the production and oversight of facilities and operations for Geneva's varsity athletics teams and athletics department events. This position will work in conjunction with team representatives and the athletics staff to provide an environment of hospitality to all participants and visitors utilizing the College's athletics facilities. This position reports to the Assistant Director of Athletics.

II) Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

A. Game Day Management

1. Provide oversight for assigned athletics events from start of the event to the end of the event
2. Coordinate with other areas of the department for facility and equipment usage
3. Maintain clear communication with coaches and administrators
4. Make appropriate staffing arrangements to conduct a successful event
5. Coordinate with other campus departments to ensure cohesive and clear directives for multi-event days

B. Facility Management

1. Daily walk-through to ensure facilities are in good working order
2. Coordinate with Physical Plant staff on necessary repairs and maintenance
3. Ensure a clean and safe environment for events being hosted in campus athletics facilities

C. External Events

1. Coordinate with Office of Public Events to manage multiple-event and major events utilizing athletics facilities
2. Serve as primary point of contact with external groups using athletics facilities

D. Other Duties as Assigned

III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:

A. Geneva Mission Statement: Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

B. Vision Statement: Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.

C. Core Values:

- 1) Serve with grace
- 2) Pursue Godly wisdom
- 3) Foster academic strength
- 4) Engage culture faithfully
- 5) Inspire vibrant hospitality
- 6) Honor one another

IV) Job Requirements – Administrative:

A. General: Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.



JOB DESCRIPTION TITLE: Graduate Assistant, Athletics Operations and Game Management

DEPARTMENT: Athletics

- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, copy machines, and telephones.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

V) Qualifications:

A. Minimum:

1. Must be accepted into and enrolled in Geneva's Master of Arts in Higher Education or Master of Business Administration (Operations Management concentration) program
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of undergraduate student experience related to game management and athletics operations.
4. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ.
 - b) High level of professionalism and attention to detail.
 - c) Positive attitude and strong communication (written and oral) skills.
 - d) Able to communicate effectively using electronic forms of communication such as email, text, etc.
 - e) Maintain complete and accurate files and records on prospects.
 - f) Operate a PC, proficient in Microsoft Office products including Outlook.
 - g) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking and organization skills.
5. Must be able to work nights and weekends.
6. Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

B. Preferred:

1. Education/Certification: Bachelor's Degree in Management, Sports Management, Business
2. Experience: 1-2 years working in an intercollegiate athletics department.
3. Skill/Abilities:
 - a) Familiarity with NCAA and PAC rules and regulations
 - b) Familiarity with scorer's table and press box operations, and scoreboard equipment
 - c) Familiarity with playing rules for multiple sports

Compensation Details: The Graduate Assistant position is a 10-month assignment beginning in August and finishing in May and includes a tuition discount and stipend. Graduate Assistant positions are renewable for a second year. Graduate assistants must maintain at least 6 hours of graduate-level credit per semester to be eligible.

EOE Statement: Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.



JOB DESCRIPTION TITLE: Graduate Assistant, Athletics Operations and Game Management

DEPARTMENT: Athletics

Application Process: Interested applicants should send PDF packet of a cover letter, resume, statement of faith, and names with contact information for three references to Judy Willson, Director of Graduate and Online Admissions via email (judy.willson@geneva.edu) or submit their application packet electronically through the Graduate Assistantship application portal (https://apply.geneva.edu/portal/grad_assistantships).

Applicants must start an application for their master's program before applying for a graduate assistant position or be currently enrolled in the Master of Arts in Higher Education degree program. Go to Geneva.edu (https://apply.geneva.edu/portal/applynow/grad_apply) to begin a master's degree application.