Initiated in the fall of 2016, the Baylor Athletic Department Graduate Assistantship Program has been developed to create a two-year paid apprenticeship-style experience within a specific area of athletic administration under the mentorship of established leaders in that field. Students in this program are selected from a national search process and complete a 36 credit hour master’s degree in Sport Management while completing the graduate assistantship duties.

General Expectations:

- Work diligently and professionally
- Meet established deadlines
- Communicate regularly on your progress on assigned tasks
- Report for work on time and in the appropriate professional attire
- Complete 20 hours of service each week to the designated program within the Athletic Department
- Promote the program positively throughout the campus and the Waco community
Specific Job Duties and Expectations

Position 2

Job Title: **Graduate Assistant in Business**

Department Supervisor: Nancy Post, Associate Athletic Director

Work Supervisor(s): Nancy Post, Associate Athletic Director; Cody Hall, Assistant Athletic Director

Office Location: Simpson Athletics & Academic Center, Business Suite

Expected Job Duties:

- **Business Operations:** Assist Business Office staff in working with coaches and administrators in budget preparation, review and approval for requisitions, vouchers, travel expense reports, purchasing card transactions, undergraduate work study and graduate assistant positions, and game day revenue reconciliation.

- **Accounting:** Assist with annual NCAA audit.

- **Communication:** Maintain communication with administration and/or coaching staff relative to business issues.

- **Compliance:** Maintain working knowledge of and adherence to all NCAA, Big 12 Conference, and institution rules and regulations and to communicate immediately any possible infractions of such rules and regulations to the Athletics Compliance staff.

- **Projected 20 hours per week.** Evenings and weekends as necessary.

- **Other duties as assigned.**