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

Job Title: **Graduate Assistant with Savor**

Work Supervisor(s): Chris Adams, Executive Director of Food & Beverage

Office Location: McLane Stadium

Expected Job Duties:

- Establish client food & beverage and operational needs for sporting & group catering events
- Assist in developing work plans including scheduling and ordering, and assigns appropriate duties to subordinates
- Oversee food & beverage operations during events to ensure client satisfaction and quality control standards
- Maintain inventory control
- Assist with analysis of information concerning facility operation such as daily food sales, patron attendance, and labor costs to prepare budget and to maintain cost control of facility operations
- Inspect and tastes prepared foods to maintain quality standards and sanitation regulations
- Develop an understanding of the guidelines for food and labor costs