



## Position Description

### Graduate Assistant for Game Day Operations

Belhaven University, a Christ-centered university located in Jackson, MS, is receiving applications for the role of Graduate Assistant for Game Day Operations beginning in August 2021. A successful candidate will have the opportunity to serve and lead in a dynamic, fast-paced work environment. Belhaven is an NCAA Division III institution sponsoring seventeen sports programs and holding conference membership in the American Southwest Conference (ASC).

#### Position Responsibilities:

- Assist in the management of all aspects of game day operations
- Serve as and coordinate game day administrators for home athletic events
- Coordinate set up needs for home athletic events
- Assist with game day promotion in conjunction with athletic communications
- Assist in the management and scheduling of student workers
- Understand, manage, and enforce game day procedures in accordance with rules and regulations for each sport and the University (i.e. ejections)
- Assist with game day tailgating and concessions
- Other duties as assigned

#### Position Requirements:

- Bachelor's Degree; Sports Management or related field preferred
- Acceptance into a Belhaven University Graduate program
- The candidate must fully support the vision and mission of the University as well as subscribe to its Statement of Faith (<http://www.belhaven.edu/belhaven/mission.htm>).

Compensation for the Graduate Assistant Position is tuition remission in a Belhaven University Master's degree program plus a ten-month stipend. The successful candidate must apply for and be admitted to the graduate program in order to qualify for employment for this position.

Interested applicants may make application by submitting a cover letter, resume, reference list with contact information and a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding you becoming a believer in Christ and your current relationship with Christ. Only applicants who submit all four required items will be considered. Resumes will be accepted until the position is filled. Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).

Interested applicants should send their information to Tyler Freeman, Head Golf Coach/Director of Game Day Operations; [tfreeman@belhaven.edu](mailto:tfreeman@belhaven.edu).

