



## Office of Graduate Studies & Research

### **Graduate Assistantship – Sport Management/Hospitality & Tourism**

**Benefit:** 25% Tuition Discount for 10 hours of work/week

#### **Position Description:**

The Graduate Assistant for the Sport Management/Hospitality & Tourism Management program will assist with managing the general operations of trips and experiential opportunities executed on an annual and one-off basis.

#### **Assistantship Responsibilities:**

- Coordinate Travel for the roster of experiential and exploratory learning trips (flights and rental vehicles)
- Book hotel and lodging accommodations
- Work with Event Contacts to develop daily itineraries
- Collect student data (names, birthdates, shirt sizes, etc.) and maintain an accurate database for designated trips
- Manage the completion of required documentation and serve as the point person between event and BW
- Work with University Relations on pitching stories to local media outlets
- Execute social media campaigns for @BWSPMHTM on Facebook, Instagram, Twitter, LinkedIn, etc.
  - Design graphics
  - Produce short videos
- Assist with recruitment at both the undergraduate and graduate level using Cadence/Mongoose

#### **Experiential & Exploratory Learning Trips 2022 – 2023 (will be similar in 2023 – 2024):**

- 2022 Pro Football Hall of Fame Enshrinement Week (Canton, OH)
- PGA Tour FedEx St. Jude Championship (Memphis, TN)
- Little League Classic (Williamsport, PA)
- Shriners Golf Classic (Las Vegas, NV)
- United States Grand Prix F1 (Austin, TX)
- TEAMS Conference (Oklahoma City, OK)

- Duke & Wake Forest Trip (Winston-Salem & Durham, NC)
- 2023 College Football Playoff National Championship (Los Angeles, CA)
- Super Bowl LVII (Glendale, AZ)
- Spring Break Trip (Colorado Springs/Denver, CO)
- The Masters (Augusta, GA)
- NFL Draft/NFL Alumni/PGA Magazine Pro-Am (Canton, OH & Kansas City, MO)
- Kentucky Derby (Louisville, KY)
- Miami F1 Grand Prix (Miami, FL)
- NHL Draft (Nashville, TN)

**Qualifications:**

- Newly enrolled full-time graduate student at Baldwin Wallace University
- Graduate assistant will work 10 hours per week in fall and spring semesters.
- Strong written communications skills.
- Self-motivated individual with experience in meeting deadlines and completing projects.

**Benefits:**

- 25% tuition discount for fall and spring semester (MBA program admission and enrollment are required)
- The Graduate Assistant will assist faculty in providing elite level experiential learning opportunities for undergraduate students. In the process, the Graduate Assistant will build professional networks and participate in many of these activities.

**Selection Process:**

- Selected applicants will be invited to interview for the GA position.