



## GRADUATE STUDENT COORDINATOR

### SMC EVENTS

**Position Title:** Events Graduate Student Coordinator

**Status:** Student, Part-Time, Non-Exempt (approximately 15-20 per week)

**Location:** Saint Mary's College of California

**Reports To:** Assistant Athletic Director for Facilities and Events

**Compensation:** Students will be given a \$2,500 scholarship each Fall/Spring semester they hold the position while full-time in addition to being paid \$15.50/hour.

#### Position Description

The Saint Mary's College Department of Athletics is looking for an individual who wants the opportunity to experience what it is to manage Facilities and Events for a Division I Athletic Department competing for championships on a yearly basis. We offer a fun, fast paced environment, and a learning experience that will build your knowledge and skills in event and facility management.

- Assist in managing home athletic events including liaising with officials, media outlets, TV production crews, and ticketing
- Conduct routine athletic facility walk-throughs
- Coordinate the setup and breakdown of athletic events
- Inventory and maintain major facility equipment and supplies for the use of events throughout the academic year
- Assist with the hiring, training, scheduling, and supervision of the athletics event staff
- Liaison with media outlets as an operations representative for televised and non-televised games
- Assist in game day management of home regular and postseason athletics events
- Primary athletics event management liaison with the visiting team and officials on game days
- Other duties as assigned

#### Required Qualifications

- Must be admitted and enrolled in the Graduate Kinesiology program with a minimum of 5 units during the Fall 2023/Spring 2024 semester in order to maintain eligibility.
- Available to work 15-20 hours a week
- Must be able to work nights, weekends, and some holidays
- Ability to take the initiative, communicate, and demonstrate exceptional leadership skills
- Has the ability to work in a team and individually
- Must be able to lift at least 50 lbs
- Basic computer skills (Microsoft Word, Excel, Publisher, etc.)

Please email your resume and cover letter to [cas38@stmarys-ca.edu](mailto:cas38@stmarys-ca.edu) by March 31st for consideration.