

Athletic Facilities and Events Management, GRADUATE ASSISTANT

The Department of Athletics at Queens University of Charlotte is a leading NCAA Division II program in the United States distinguished by its commitment to transforming the lives of its students, and consistently competing at the highest possible levels. Housing 32 varsity level sports, the Royals are a member of the South Atlantic Conference with the men's and women's swimming teams competing in the Bluegrass Mountain Conference. Additionally, Queens has ranked top 10 in the NCAA DII Learfield Directors' Cup standings for four consecutive seasons. Former graduate assistants and interns have used their experiences working with the Royals to land jobs with organizations like the Carolina Panthers, Charlotte Hornets, USA Triathlon, and USA Swimming, as well as, other athletic departments.

This is a 12-month renewable internship that reports to the Senior Associate Athletic Director for Athletic Facilities. The successful candidate must be enrolled as a full-time graduate student at Queens University of Charlotte. There is no expressed or implied commitment to a paid position upon completion of the internship. This role is eligible for tuition remission for up to six credit hours per semester. No stipend or housing is offered. There is no expressed or implied commitment to a paid position upon completion of the internship.

DUTIES AND RESPONSIBILITIES

This is a great opportunity to learn athletics operations from the inside-out. The graduate assistant for athletic facilities and events management will learn how to assist the facility and event management staff with day-to-day operations in the athletic facilities and events offices. The selected individual will be provided instruction and directions and perform duties under close observation.

- Learn and practice serving as the primary contact for a variety of sports/facilities/events as assigned.
- Learn and practice coordination of athletic facility usage for home intercollegiate athletic events and departmental/institutional rental events, including but not limited to scheduling support staff and coordinating post-event clean up.
- Learn and practice to direct the game operations staff as needed in the management of event activities and game operations for home intercollegiate athletics events and department rental events with duties encompassing both facilities and game operations responsibilities.
- Learn and practice assisting as a liaison to facilities services, concession/catering supervisor and the janitorial services supervisor providing oversight related to their services in support of Athletic Department events and facilities.

QUALIFICATIONS

- Undergraduate degree in athletic administration, sport management or related area preferred
- Must be a current, full-time graduate student at Queens University of Charlotte
- Strong interpersonal skills
- Strong communication, organization, and writing skills
- Experience using Mac and PC computers
- Ability to interact effectively with coaches, administrators, student athletes and vendors



- Extremely organized, self-starter, intrinsically motivated
- Strong organizational, management and leadership skills
- Proficient computer skills including word processing, spreadsheets and social media
- Proven ability to multi-task effectively
- Ability to prioritize assignments and meet deadlines
- Thorough knowledge of NCAA and South Atlantic Conference rules and regulations
- Knowledge of audio/visual components used in game management settings
- Background with various game management consoles/software (Daktronics, All-American, etc.) and video board programming

Application Process

Individuals wishing to apply should submit a cover letter and résumé to Randall Goble, Senior Associate Athletic Director for Athletic Facilities, at gobler@queens.edu.

Any candidate that is considered for the position must be accepted into a graduate program at Queens University of Charlotte before the offer of the position can be officially extended.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Eye-Hand Coordination:* Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator, and other office equipment.
- *Talking:* Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion:* Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Average Hearing:* Able to hear average or normal conversations and receive ordinary information.
- *Average Visual Abilities:* Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength:* Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 20 pounds, and occasionally lift and/or move up to 30 pounds.



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- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the internship, including early mornings, nights, and weekends.
- Must be able to learn and work in office and athletics environment while having contact with students, staff, faculty, parents, service providers and vendors on any given day.
- This internship has deadlines, multiple interruptions, and can be stressful.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this internship, nor are they intended to be such a listing of the skills and abilities required. Rather, they are intended to describe the general nature of this position.

