Job Title: Event Assistant (Gameday Operations)

Department: Athletics, Event Management (1-8380-503)
Employee Designation: Student
Contact Person: Thomas T. Balkcom, Gary Farris
Email: balkcomt@william.jewell.edu

SEMESTER(S) OF EMPLOYMENT: September-April (seasonal hours vary, more in season)
Number of hours per week: 20
Workday Schedule: Days, evenings, weekends

Job Information
The Gameday Operations Department is seeking students for the 2022 – 2023 school year who are interested in pursuing a career in event management or other similarly related fields to fill positions for our student assistant program.

Successful candidates will work in collaboration with other student assistants and William Jewell College athletic administrator personnel as well as under the direction of the Event Management full-time staff.

Student Assistants will be tasked with executing gameday set-up, game day responsibilities at the direction of their game day operations department supervisor and other duties as assigned. Every student will be required to work 5 of the 6 home football games. Also, each student will have the opportunity to work at all the William Jewell College Sports Events (basketball, volleyball, baseball, softball). Some training may be involved.

GENERAL ASSIGNMENT
• Work closely with athletic administrators, full-time staff, graduate assistants, to develop and execute initiatives to further heighten the excitement centering around William Jewell College Athletics.
• Executing gameday set-up and game day responsibilities at the direction of their department supervisor.
• Distribute marketing collateral (posters, schedule cards, etc.) to assigned locations seasonally.
• Work home games, (football, basketball, volleyball, baseball, softball, soccer) and special events including but not limited to: Meet the Cardinals, Homecoming, etc.
• Fulfill sponsored elements throughout game day from on-court contests, giveaways, or other exposure.
• Assist with Cardinal Rewards fulfillment to fans, including prize distribution and answering of fan questions.

EXPERIENCE, SKILLS, & ABILITIES
• Interest in pursuing a career in sports administration, advertising, public relations, event management, operations, or marketing
• Full-time student at the William Jewell College
• Strong customer service, organizational, and written/verbal communication skills
• Awareness of the urgency of certain projects and deadlines
• Comfortable and able to communicate effectively with the public and follow through with minimal direction
• Basic familiarity of social media (Twitter, Facebook, & Instagram)
• Comfortable in front of large crowds and interacting with fans

WAGE RATE: X $11.15 [FY or SO rate] X $11.40 [JR or SR rate] $11.65 per hour [position requires special skills] $11.70 per hour [campus tutors and lifeguards, only]

Other: Looking to hire 25 – 30 students