



Department of Sport Administration

The Department of Sport Administration at Belmont University is seeking qualified applicants for the position of Graduate Assistant for the 2025-2026 school year. This is a 10-month appointment renewable for a second year based on meeting performance expectations.

Acting under the supervision of the Department of Sport Administration, this position will assist in the day to day needs of department including undergraduate and graduate Sport Administration programs. A brief description of the roles and responsibilities of this position can be found below.

If you have questions concerning this role, please contact Ted Peetz at ted.peetz@belmont.edu

Position Overview:

The Graduate Assistant (GA) for the Sport Administration Program provides support to faculty, staff, and the administration in various academic and operational functions. This position is designed for a graduate student in the Master of Sport Administration (MSA) program who seeks hands-on experience in sport administration, and academic program coordination.

Key Responsibilities:

1. Event and Program Coordination:

- Assist in planning and coordinating special events, conferences, seminars, and workshops related to the Sport Administration program.
- Provide logistical support for departmental events, including scheduling, marketing, setup, and participant communication.
- Help manage social media accounts and other communication platforms to promote events and program activities.

2. Student Recruitment and Engagement:

- Assist in recruitment efforts, including representing the program at open houses, career fairs, and other promotional events.
- Serve as a liaison between prospective students and the Sport Administration department, providing information and answering inquiries.
- Support current student engagement activities, including student clubs, networking events, and alumni outreach.

3. Special Projects:

- Take on special projects or assignments as needed by faculty or staff

- Contribute to the development of marketing materials, newsletters, or other communication tools.
- Assist in creating and updating reports, presentations, and documents relevant to the Sport Administration program.

4. Administrative Duties:

- Perform general office duties.
- Help maintain and organize program-related databases, records, and files.

Required Qualifications:

- Be an admitted graduate student in the Master of Sport Administration program.
- Strong organizational and time-management skills with the ability to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms.
- Detail-oriented, with a commitment to accuracy in all tasks.

Compensation:

Graduate Assistants will receive 6 credit hours of academic class tuition credit per semester.