



ATHLETICS EVENT & SPORT OPERATIONS ASSISTANT – LEVEL 1 (*Academic Compensation*)

Founded in 1898, DePaul University is the largest Catholic University in the nation. DePaul University competes at the NCAA Division I level and is a member of the BIG EAST Conference, sponsoring 15 varsity sports. As a member of the DePaul Athletics Department, this role will support the daily operations of select DePaul varsity sports and event operations for men's and women's basketball games at Wintrust Arena.

Principal Duties and Responsibilities

- Assist with game day operations for men's and women's basketball games at Wintrust Arena, including venue and premium space setup and tear down, concessions and catering coordination, creation of credential and access management materials, ordering of signage, coordinating deliveries, serving as the point of contact and liaison for the visiting team's arrival, and supporting sponsor activations. (40%)
- Assist with travel logistics, team meal ordering, Teamworks data entry, drafting of competition contracts, and other sport-specific operations requests for select DePaul varsity sports (40%).
- Support the Executive Associate AD, Revenue Generation & Strategic Initiatives in the development of game operation agendas, dissemination of postgame survey results, and other general office and clerical work, as requested. (10%)
- General office and administrative duties including but not limited to: assisting in the reconciliation of receipts via BlueSky, answering phones, answering fan feedback emails, and organizing and filing documents. (5%)
- Knowledge of and adherence to DePaul University, BIG EAST Conference, and NCAA compliance policies and procedures. Attend and participate in monthly NCAA rules compliance meetings. (5%)
- Other duties as assigned.

Position Requirements

- *Must enroll/be enrolled full-time in a graduate program at DePaul University.*
- Ability to work flexible hours, including evenings and weekends.
- Excellent written and oral communication skills.
- Encompass the ability to work independently and/or remotely, with limited supervision, and make professional decisions. Manage time and prioritize multiple projects effectively.
- Proficiency in Microsoft Word and Excel.
- Ability to effectively manage multiple projects and tasks simultaneously.
- Ability to travel between Lincoln Park campus, Wintrust Arena, and other off-campus competition venues.
- *In order to avoid potential conflicts of interest, applicants may not work (paid or unpaid) for national, local, or University media outlets or entities.*

Preferred Requirements:

- A prior working knowledge of NCAA, BIG EAST Conference, and University rules and regulations as they apply to intercollegiate athletics are preferred.

Hour Requirements / Schedule:

- Minimum 15 hours per week, potentially including evenings, weekends, and university holiday breaks. Work is unable to be conducted fully remotely and will have essential in-person responsibilities.
- The position is a Level 1 Graduate Assistant within the Athletics Department and is compensated with up to two graduate courses (8 credit hours) per quarter in the Fall, Winter, and Spring. Tuition will not be paid during the summer terms. Additionally, the student shall receive a total annual stipend of \$300.
- The position is a 1-year term that is renewable annually, so the student may complete their graduate degree.

TO APPLY, EMAIL YOUR RESUME TO FANEXPERIENCE@DEPAUL.EDU