

The University of Oklahoma

**Athletics Diversity Council  
Graduate Assistant Program**



Please email all application materials to:  
**[athleticsdiversityco@ou.edu](mailto:athleticsdiversityco@ou.edu)**

# **Graduate Assistant Application Packet Contents**

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## ***I. Summary of Program***

The Athletics Diversity Council (ADC) Graduate Assistantship program aims to provide underrepresented, talented, and diverse candidates a comprehensive experience in the field of intercollegiate athletics. The program exists to promote initiatives that educate, cultivate, and prepare tomorrow's leaders in the field of intercollegiate athletics while also embracing principles of diversity and inclusion.

The ADC Graduate Assistantship will be awarded to qualified graduate student(s) who are admitted into the University of Oklahoma graduate studies program. Candidates must possess an interest in furthering their education, demonstrate a commitment to diversity, and demonstrate a desire to pursue a career in intercollegiate athletics administration.

The Assistantship is a two-year program (four semesters) beginning in August of each academic year. Participants complete rotations depending on their area(s) of interest and department availability. This model enables the graduate assistant to gain an invaluable and holistic experience at one of the premier athletic departments in the country. In addition, it presents an underrepresented candidate with valuable work experience and fosters a more diverse working environment in the University of Oklahoma Athletics Department.

The Assistantship covers all credit hours taken each semester towards a master's degree of the Graduate Assistant's choice. The Assistantship additionally provides a monthly stipend and health insurance. The Assistant will be responsible for paying all fees related to enrollment, including but not limited to, semester fees, books, room and board, parking and health insurance. Summer employment is separate from the ADC Graduate Assistantship and is not guaranteed. The ADC graduate assistant is responsible for contacting the department head of the desired area of summer employment to determine availability. Summer employment is available on an as needed basis through each individual department and is not guaranteed through the ADC Graduate Assistantship Program.

### Equal Employment Opportunity Statement:

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.

### Diversity Statement:

The University of Oklahoma is committed to achieving a diverse, equitable, and inclusive university community by recognizing each person's unique contributions, background, and perspectives. The University of Oklahoma strives to cultivate a sense of belonging and emotional support for all, recognizing that fostering an inclusive environment for all is vital in the pursuit of academic and inclusive excellence in all aspects of our institutional mission.

## ***II. Application Requirements & Process***

**To be considered, an application package must consist of the following (an incomplete package will not be considered):**

- Application form completed by the applicant.
- Rank Rotation form completed in order of preferences.
- Cover letter and resume highlighting campus and community involvement, honors, awards, related work experience, and scholarships.
- An unofficial transcript from the applicant's last degree granting institution.
- Two letters of recommendation depicting your merit and accomplishments

**Please answer the question below and provide no more than a 450 word response.**

Athletic administrators face a variety of challenges each day and are tasked with identifying meaningful solutions. As a future administrator, identify two challenges facing intercollegiate athletics today and offer your solutions to the identified challenges. While drafting your response, consider and explain how constituents (coaches, players, donors, fans, etc.) could affect your decision.

**Please answer the question below and provide no more than a 200 word response.**

If given this graduate assistantship, how will it help you achieve your goals of working in athletics administration?

\*\* Application: All materials must be submitted by February 27<sup>th</sup>, 2023 to be considered

\*\* 1st Round Interviews: Week of March 6<sup>th</sup>, 2023

\*\* 2nd Round Interviews: Week of March 13<sup>th</sup>, 2023

### ***III. Selection Criteria***

#### **Qualifications for Applicant:**

- Applicant should be entering their first year of a master's degree program.
- Applicant shall have a cumulative grade-point-average of 3.0 or higher during the last 60 credit hours of his/ her undergraduate degree.
- Applicant shall be able to demonstrate outside achievements and community involvement.
- Citizenship: If you are an international student please adhere to the Federal regulations that permit the employment of international students on visas within certain limits. (<http://www.unitedstatesvisas.gov/>)

#### **Applicants should note:**

- A grade point average of 3.0 or better in a master's program at the University of Oklahoma is required to maintain the Graduate Assistantship once selected.
- The program involves rotations in selected departments of athletics administration with 20hrs/week work requirement.
- Applicants must be enrolled in a minimum of six credit hours applicable towards a master's degree at the University of Oklahoma at the start of the Graduate Assistantship.

#### **Frequently asked questions:**

Q: Can I apply if I already have a master's degree?

A Yes, previous master's recipients may apply.

Q: Can I apply to the ADC program if I haven't applied to the graduate school/program yet?

A: Yes, you can submit your ADC application before applying to your graduate program.

Q: What are some graduate programs that ADC Graduate Assistants have pursued?

A: Most Graduate Assistants choose to pursue a degree in Adult and Higher Education with a concentration in Intercollegiate Athletic Administration. Others include: Master's in Business Administration, Human Relations, and Master's in Public Administration.

\*Doctoral track applicants are welcomed but will only be granted the standard two-year assistantship if selected.

## Application Form

<b>BACKGROUND Information</b>		
Name:		
Date of birth:	SSN:	Phone:
Permanent address:		
City:	State:	ZIP Code:
Email:	Gender:	Ethnicity:
<b>Education</b>		
Name & Location:		
Major:		Did you graduate?
Degree:	GPA:	Graduation Date:
Major:		Did you graduate?
Degree:	GPA:	Graduation Date:
Name & Location:		
Major:		Did you graduate?
Degree:	GPA:	Graduation Date:
<b>Graduate School</b>		
Name of program you wish to pursue at OU:		
Have you applied? Y N	Accepted? Y N	Acceptance/Application Date:
<b>Rotations</b>		
Please identify 5 areas below in which you wish to gain experience:		

<b>Internal Areas:</b> <input type="checkbox"/> Academic Services <input type="checkbox"/> Name, Image, & Likeness (NIL) <input type="checkbox"/> Business Office/Operations <input type="checkbox"/> Compliance	<input type="checkbox"/> Facilities & Event Management <input type="checkbox"/> Graphic Design <input type="checkbox"/> People & Culture/Human Resources <input type="checkbox"/> Student-Athlete Experience	<b>External Areas:</b> <input type="checkbox"/> Communications <input type="checkbox"/> Marketing & Fan Experience <input type="checkbox"/> Sooner Vision <input type="checkbox"/> Sooner Sports Properties <input type="checkbox"/> Ticket Office
<b>Please rank your choices above from highest interest (1) to least highest interest (3) for <u>Internal</u> areas of Athletics.</b>		
1.		
2.		
3.		
<b>Please rank your choices above from highest interest (1) to least highest interest (3) for <u>External</u> areas of Athletics.</b>		
1.		
2.		
3.		

In requesting consideration for The University of Oklahoma Athletics Administration Graduate Assistantship, I hereby signify my intention to continue my education as a fulltime graduate student in my chosen program at the University of Oklahoma. If I should be awarded The University of Oklahoma Athletics Diversity Council Graduate Assistantship, I agree to abide by the program’s guidelines to maintain assistantship status. I understand that if I am not accepted to pursue my graduate studies, or am not able to maintain the qualifications, my Graduate Assistantship tuition aid will be returned to The University of Oklahoma Athletics Department. I understand that my application and all other materials required for applying to this scholarship will be reviewed by a team of qualified University faculty and staff prior to the interview and upon acceptance.

I hereby authorize The University of Oklahoma to release to others any information contained within my application packet for purposes of processing my application for this Graduate Assistantship and for any public purposes in connection with this program.

By signing your full name below, you acknowledge that the information contained in this application is accurate and true.

## Graduate Assistant Position Descriptions:

### **Academic Services:**

Academic Services graduate assistants, known as “academic mentors”, work with student-athletes in individualized sessions preparing students for academic success. Academic mentors are assigned to an Academic Advisor and are responsible for reporting grades and status updates to coaches and sport administrators. Academic mentors also work with Student Development staff on career development programming throughout the academic year. Academic Mentors are provided professional development workshops to further advance their workplace skills and knowledge of athletic advising. The academic mentoring program prepares graduate assistants for a career in academic advising and academic support services.

### **Name, Image, and Likeness (NIL):**

The NIL graduate assistant reports directly to the Executive Associate Athletics Director for Name, Image, and Likeness. Primary responsibilities will be creating monthly educational publications for student-athletes about NIL opportunities, development of personal branding and NIL related developments. The NIL GA will complete daily reviews of national NIL related articles to monitor trends, products, developments and legislation so that the University of Oklahoma is at the forefront of the student-athlete NIL movement. There will be opportunities to meet with student-athletes individually and in small groups to discuss NIL education matters and assist student-athletes with their NIL needs.

### **Business Office/Operations:**

The Business Office graduate assistant’s responsibilities include coordination of daily revenue and reconciliation; create, evaluate, and distribute monthly budget reports; create, update, and maintain databases as needed; assist with and/or coordinate various special projects; and other duties as assigned. The graduate assistant is expected to take initiative, utilize problem solving and critical thinking skills, and maintain confidentiality. Proficiency with Microsoft Excel is preferred.

### **Compliance:**

The Athletics Compliance graduate assistant assists the Director of Compliance for Education, with opportunities to assist in other areas as well. Primary responsibilities will be creating monthly compliance reminders for staff, coaches, and student-athletes; provide compliance project-based assistance; monitor department computer usage; and engage with Student-Athlete Innovative Leaders (SAIL) to provide student-athlete feedback on Big 12 and NCAA issues.

### **Facilities and Event Management:**

Facility and Event Management graduate assistants assist with the planning, execution and evaluation of all NCAA events, University events, special events and championships hosted by the University of Oklahoma. The graduate assistant can assist in preparation for events and serves as the primary contact and Manager on Duty for both OU athletic and non-athletic programming at the Lloyd Noble Center, including: Sooner Village, University functions, school district, meetings, banquets, miscellaneous University Affairs, concerts, along with other community and private entertainment events. Graduate assistants also help with facility operations, game management, risk management, and set up/tear down of all events.



**Graphic Design:**

The Graphic Design graduate assistant would assist in the formulation of design concepts, presentations, sign templates, layouts and other collateral from initial idea to final execution. This graduate assistant must be knowledgeable on design programs on a Macintosh computer, including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat and Font Management.

**People and Culture/Human Resources:**

The Human Resources graduate assistant will assist the Director of Athletics Human Resources with onboarding and offboarding processes, training, and other projects. They will gain knowledge in managing the Athletics Department's Human Resources and cultural profile as it relates to the administration of the OU Athletics Department's operations and strategic goals.

**Student-Athlete Experience:**

Assist in all areas of student-athlete experience which include working with students in the career center, program planning and coordination of student workshops and events, orientation and summer bridge, community service/life skills and student leadership groups.

**Communications:**

The Communications graduate assistant serves as the primary communications contact for 2-3 sports. This would include duties in statistics, publicity, publications, and certain game day activities such as credential distribution, press conference management, press box oversight, and more. They also serve as secondary contact for other sports.

**Marketing and Fan Experience:**

The Marketing and Fan Experience graduate assistant will assist the full-time marketing staff in the marketing and promotional efforts of assigned sports. They will develop and implement promotional plans and gameday activities for assigned sports. This position will also oversee the hiring, scheduling, and supervision of the student marketing internship program. An opportunity to assist in Community Relations is also provided.

**Sooner Vision:**

The SoonerVision graduate assistant works across all three of the department's major platforms (big screen, broadcast and digital) in an effort to entertain, inform and inspire. The primary responsibilities rest in helping produce big screen shows for football and basketball and serving as the main contact for 2-3 Olympic sports per semester.

**Sooner Sports Properties:**

Sooner Sports Properties (SSP) graduate assistants assist with game day and event operations, including set up of select in-venue signage, hospitality events/suites, and game day displays. They also assist in fulfillment of on and off-field/court promotions for corporate sponsors and will be required to communicate and work with various departments to activate sponsor elements. Office and administrative support can be expected as needed.

**Ticket Operations:**

The Ticket Office graduate assistant will assist in the daily operations of the department, handling customer service, email management, event management and maintaining staff development activities. The position is part of a high-energy office setting and requires several night and weekend hours to assist on event days.