

**Tennessee State University Athletics Promotions/Marketing
Graduate Assistant
Job Description**

Job Description:

This position will support the Game-Day Operations Coordinator and Marketing Consultant while coordinating day-to-day promotions and game day operations. Tasks include implementing promotional efforts for the TSU sports teams and developing strategies to increase ticket sales and student attendance. This position will have a role in marketing, event management, administrative tasks and other duties as assigned. Responsibilities consist of assisting with the hiring, training, supervising and evaluating of the student Tiger Team, creating and implementing promotional strategies, attending and operating athletic events, coordinating student staff schedules and attending weekly meetings.

This position is a 10-month position (2-year assignment) and requires evening and weekend hours.

Required Qualifications:

Must be a full-time, matriculated graduate student in a Master's or Doctoral program at Tennessee State University. Excellent written and verbal communication skills and ability to communicate with diverse stakeholders. Ability to work autonomously as well as with a team. Proficient in Microsoft Office. Basic knowledge of Adobe Software such as Photoshop. Strong sense of attention to detail.

Preferred Qualifications:

Strong student organization, campus programming or event planning and leadership experience. Intermediate to advanced knowledge in Illustrator and Photoshop.

Special Instructions to Applicants: Please send a resume, cover letter and contact information for three professional references to Valencia Jordan (vjordan@tnstate.edu) and Zekeya A. Harrison (zanderson01@tnstate.edu).