

**The University of Oklahoma Athletics Diversity
Council Graduate Assistantship**





**The University of Oklahoma Athletics Diversity Council
Graduate Assistantship**

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Mail, Fax, or Email application & all required materials to:

Aseem Rastogi & Sherraine Pencil
ADC Program Coordinator
180 West Brooks
Norman, OK 73019
Fax: 405-325-7632
athleticsdiversityco@sooner.net.ou.edu



The University of Oklahoma Athletics Diversity Council Graduate Assistantship

Summary of Graduate Assistantship

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 two qualified graduate students 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. It is our deepest desire that through this great experience, the awarded graduate students will prosper in the field of athletics administration and the University of Oklahoma athletics department will become a model of excellence in diversity.

The Assistantship is a two-year program (four semesters) beginning in August of each academic year. Through the first year of the program graduate assistants choose two to four areas of interest within the athletics department. Depending on chosen areas, the candidate may spend either eight weeks or a semester in the chosen department per rotation. During the second year of the program the graduate assistant will choose one area in the athletics department where the remainder of the program will be spent. This model enables the graduate assistant to gain invaluable experience in intercollegiate athletics administration. 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 Graduate 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 and parking.

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 GA Program.



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Application Requirements

To be considered, an application package must consist of the following:

- ✓ Application form completed by the applicant.
- ✓ Rank Rotation form completed in order of preference.
- ✓ Cover letter and resume highlighting campus and community involvement, honors, awards, related work experience, and scholarships.
- ✓ Two letters of recommendation depicting your merit and accomplishments received prior to March 9, 2012.
- ✓ An example of how you have demonstrated your commitment to diversity and how your experience will enhance the Athletics Diversity Council Graduate Assistant Program, provided in a brief essay format. (*maximum of 450 words*)
- ✓ Prepare a personal statement based on the following:
 - Personal growth and recognition of one's weaknesses are important parts of professional development. Please address any weaknesses on your application and the steps you are taking to improve them. (*maximum of 450 words*)
- ✓ An official transcript from the institution where the applicant last completed and an official transcript from the institution last attended, if different.

**** All application materials must be post marked by March 9, 2012 to be considered****



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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.
- ✓ Applicant shall be able to demonstrate/ communicate his/her unique background and commitment to diversity, while providing evidence of qualities that will enhance the ADC GA program.
- ✓ Applicant shall show the ability to complete a thorough interview process in a professional and precise manner.
- ✓ Applicant must provide a complete application package.
- ✓ 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 30hrs/week work requirement.
- ✓ A thorough evaluation by the graduate assistant and the supervisor is required at the completion of each rotation
- ✓ 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.



The University of Oklahoma Athletics Diversity Council Graduate Assistantship

Application Form

Personal Information

Date:

Legal Name:

Last / First / Middle

Social Security:

Date of Birth:

Home Telephone:

Cell Telephone:

Email address:

Permanent Address:

Address / City / State / Zip

Home Town: City

State/Country:

Ethnic Information: (Please Check One)

American Indian/Alaskan Native

Asian/Pacific Islander

White

Latino/Hispanic

African American/Black

Other

Gender: Male

Female

Colleges and Universities attended (including all undergraduate and graduate work).

Name and Location

Years

Major

Degree/GPA

1.

2.

3.

4.

Name of the master's program you desire to pursue:

Have you applied for admission? Yes:

No:

Have you been accepted? (If yes please include letter) No:

Yes:

From whom did you obtain knowledge of the scholarship program?



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Rank Rotation Form

Rank all 14 areas in order of desire to gain work experience for the first year:

____ Academics/Life Skills**	*Support student-athletes through assessment, counseling and skill development
____ Administration/Human Resources	*Supervise all athletics department activities
____ Business Office	*Coordinating all financial activity of the athletics department
____ Compliance**	*Monitor institutional and athletics department policy
____ Event Management / Facilities	*Facilitate all sporting activities and administer game day events
____ Graphic Design	*Manage OU athletics print media, etc.
____ Information Technology	*Manage network communications, internet, intranet and database technology
____ Marketing/Licensing/Promotions**	*Coordinate all promotions and advertising campaigns related to Sooner Athletics
____ Media Relations	*Handles all OU athletics media
____ Sooner Vision	*Athletics Department's in-house production studio
____ Ticket Office	*Manage and Distribute tickets for all sports
____ Varsity O Association	*Coordinate events for Alumni Varsity Letter Winners

*Working in sport specific programs is prohibited

** Requires a full semester commitment

In requesting consideration for The University of Oklahoma Athletics Administration Graduate Assistantship, I hereby signify my intention to continue my education as a full-time graduate student in my chosen program at the University of Oklahoma. If I should be awarded The University of Oklahoma Athletics Administration 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 my 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.

Signature of applicant: _____

Date Signed: _____



The University of Oklahoma Athletics Diversity Council Graduate Assistantship

Expectations of the Athletics Diversity Council Graduate Assistant

- ✓ Remember you are an ambassador of the University and Athletics Department
- ✓ Conduct yourself with a professional demeanor
- ✓ Understand area specific work hours, events, and commitments
- ✓ Proper dress code as designated by department
- ✓ Give great attitude and effort in all assignments
- ✓ Continually enhance the Athletics Diversity Council Graduate Assistant program
- ✓ Always be an advocate of diversity



The University of Oklahoma Athletics Diversity Council Graduate Assistantship

Roles of the Program Coordinator (2nd Year Athletics Diversity Council Graduate Assistant)

- ✓ Plan and implement professional development activities based on evaluations and communication between graduate assistants, supervisors, and mentors.
- ✓ Be a reliable and prompt liaison and mediator between Athletics Diversity Council graduate assistants, supervisors, and administrator.
- ✓ Keep a professional and unbiased attitude.
- ✓ The coordinator is the first point of contact for the Athletics Diversity Council Graduate Assistant. Be clear, concise, and punctual with information.
- ✓ Responsible for administering all rotation and second year evaluation forms.
- ✓ Meet with Athletics Diversity Advisory Committee at least twice a semester to keep them informed and updated.
- ✓ Work with Program Administrator to host and assist with the facilitation of the Athletics Diversity Council Education Program.



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Roles of the Selected Department Supervisor

- ✓ The role of the supervisor is to actively lead the graduate assistant in their daily rotation duties, while giving them a genuine work related experience during their rotation.
- ✓ The supervisor is to train the Athletics Diversity Council Graduate Assistant in the administration he/she oversees and give constructive feedback.
- ✓ Make sure that the Athletics Diversity Council Graduate Assistant has a full understanding of how to perform their duties.
- ✓ The supervisor is responsible for creating a proper and adequate working environment and relationship for the graduate assistant.



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Roles of the Program Administrator (Senior Administrator)

- ✓ Responsible for all budget data: money distribution, scholarship guidelines, applications, mentoring, programming, correspondence, and scholarship committee.
- ✓ Plan and implement Athletics Diversity Council Training Sessions to educate and promote the importance of diversity.
- ✓ Appoint a qualified advisory committee for the athletics department to lead diversity initiatives.
- ✓ Be a reliable and prompt liaison and mediator between Athletics Diversity Council Graduate Assistants, mentors, and supervisors.
- ✓ Must meet with advisory committee at least twice a semester to keep them informed and updated.