



POSITION ANNOUNCEMENT

TITLE: Athletics Development Intern – 2 positions

QUALIFICATIONS

Minimum: (i) Bachelor's Degree; (ii) strong interpersonal, customer service and organizational skills; (iii) effective oral and written communication skills; (iv) dedicated work ethic with the ability to demonstrate initiative and resourcefulness; (v) willingness and availability to travel on a limited basis and to work some evenings, weekends and holidays; and (vi) proficiency with Microsoft Excel, Word, PowerPoint, etc. **Preferred:** (i) experience in intercollegiate athletics, particularly in the areas of ticketing, campaign planning, fundraising and/or event planning; (ii) experience with Paciolan and/or Advance database management systems; (iii) knowledge of social media, website editing and basic HTML email editing; (iv) some knowledge of NCAA regulations; and (v) experience successfully interacting with customers/clients.

RESPONSIBILITIES

These internships are entry level professional positions designed to provide experience and assistance in preparing for a career in intercollegiate athletics. They will provide an opportunity to gain an education in athletic development and administration while working in a collaborative team environment where creativity and innovation are encouraged.

- **One intern position** will primarily be responsible for working closely with the reseating team in all facets of the reseating project for ticketholders in the new on-campus stadium. Responsibilities include, but are not limited to: (i) providing exceptional customer service on inquiries regarding the new stadium, the reseating timeline, preferred seating requirements, etc.; (ii) utilizing Paciolan and Advance databases; (iii) collaborating and contributing to the reseating project as a team player with creative ideas and enthusiasm; (iv) assisting with all communications, publications and promotions; and (v) providing general support to the Development, Ticket and Ram Club offices.
- **One intern position** will primarily be responsible for assisting Athletics Development with the grassroots campaign for the new on-campus stadium. Responsibilities include, but are not limited to: (i) collaborating with necessary units to define, organize and manage grassroots campaign; (ii) assisting with oversight and accountability for all facets of the campaign, including tracking revenues and expenses; (iii) keeping Web site current, accurate and informative via collaboration with Web design and creative services team; (iv) leading social media network planning and activities; and (v) assisting staff with special projects, administrative tasks, general office support and game day and special events.

Individuals must demonstrate the ability to work effectively with a culturally diverse community and advance the Department's commitment to diversity and inclusion. In addition, individuals are expected to comply with all University, MW and NCAA regulations.

POSITION: These are full-time at-will administrative professional positions reporting to the Assistant Athletic Director for Development. Base annual salary is \$24,000 plus full University benefits. Anticipated starting date is July 1st. Employment in each position is restricted to, but not guaranteed, a maximum of two years.

APPLICATION PROCESS: Interested persons are requested to submit a letter of application and a complete resume, both of which specifically address the qualifications and responsibilities of this position, and a list of contact information for at least three professional references* to:

Development Intern Search Committee
c/o Department of Athletics
Colorado State University
Fort Collins, CO 80523-0120

**References will not be contacted without prior notification of candidates.*

DEADLINE: Applications will be accepted until the positions are filled. For full consideration, applications must be received in the Department of Athletics no later than 11:59 p.m. (MT) on Monday, April 20, 2015. Application materials may be mailed, faxed to 970-491-3226 or e-mailed to ath_athleticjobs@mail.colostate.edu.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.