



The University of Michigan Athletic Department

JOB DESCRIPTION

Working Title: Operations and Event Management Coordinator Intern

Supervisor Name: Michelle Fabrizio

Supervisor Title: Director of Operations and Event Management

Department Area: Event Management

Full Time or Part Time: Full Time

Exempt or Non-Exempt: Non-Exempt

JOB SUMMARY

In order to be considered, all candidates MUST apply to:

http://umjobs.org/job_detail/106799/operations_and_event_team_management_coordinator_intern

The University of Michigan Athletic Department is seeking a qualified candidate for a 12-month, full-time paid internship position in the Operations and Event Management department.

Hourly rate is: \$11 per hour, plus event pay

JOB DUTIES/RESPONSIBILITIES

1. Assists with the event management of a number of varsity sport programs as well as other major events hosted in athletics venues on either a primary or secondary basis.
2. Incorporates guest services, event staffing, operations of visiting teams and officials, coordination with various units within the Athletic Department, and assisting in the production of support materials.
3. Assists the University of Michigan Operations and Event Management office in meeting its goal of running quality Division I B1G and NCAA athletic events for the positive influence on the student-athlete, fans, and department team members.
4. Serves as the primary event manager for some sport programs/athletic contests and as the secondary event manager assisting the primary event manager during others, including serving as the visiting team liaison prior to and during team visits for assigned sports.
5. Assists with hiring, training, scheduling, and managing of Event Team Members.
6. Special projects and other duties as assigned by the Director of Operations and Event Management including NCAA compliance.

QUALIFICATIONS

REQUIRED

Bachelor's degree and 1-2 years of event management experience.

Excellent Written and oral communication skills.

Strong customer service with the ability to troubleshoot and handle pressure situations.

Strong computer skills with Microsoft Office (Word and Excel) and Adobe software.

Strong written and verbal skills with the ability to work with time sensitive projects.

Must be willing to work nights, weekends, and holidays.

Must be in good physical condition with the ability to lift and move items (approximately 50 pounds).

PREFERRED

Master's degree and 1-2 years of event management experience in a University setting.