

Student-Athlete Support Services (SASS) Internship Northeastern University

Responsibilities:

The Intern will assist the SASS staff with day-to-day operations and will be responsible for providing support for the SASS program. The individual will be assigned and responsible for 1-2 varsity team(s), under the supervision of the SASS staff, and will keep complete and accurate records for the designated team(s). The position also includes serving as a mentor for approximately 20 student-athletes who are considered to be at-risk and/or who are in the General Studies Program. The position includes assisting with certification and eligibility at the end of each academic semester, the processing of semester grades each term, study hall proctoring, academic advising, course registration, academic monitoring through progress reports, and tutorial services. Assist SASS staff with administrative duties and additional projects as assigned to implement a successful academic support program

Qualifications:

BA/BS required; MA/MS/MEd degree preferred. Preferred qualifications include previous academic advising experience, knowledge of Northeastern University academic programs and NCAA academic rules and regulations, past involvement as a student-athlete or within intercollegiate athletics, as well as an interest in pursuing a career in student-athlete support.

Employment Period:

One (1) ten (10) month commitment starting August 1, 2015 and ending on May 31, 2016. This is a full-time internship (30+ hours per week) that may require the ability to work some nights, weekends and holidays.

Remuneration:

A taxable stipend of \$2,250 per month for the 10-month commitment. This position is not benefits eligible.

Supervision:

The Intern will work closely with all members of the SASS staff with supervision under the Director, Elizabeth Johnson, and Associate Director, Logan Seward, along with members of the academic advising community and athletic administration (including the coaching staffs).

Please send a resume, cover letter and 3 references by June 1, 2015 to:

Elizabeth Johnson
Director, Student-Athlete Support Services
Northeastern University
207C Cabot Gym
360 Huntington Avenue
Boston, MA 02115

eli.johnson@neu.edu