

Stetson University Athletic Department
Internship Description

Position Title: Athletic Facilities and Operations Intern(s)

Work Schedule: 30+ hours a week

Compensation: Unpaid

Stetson is a four year Division 1 member of the NCAA and the Atlantic Sun Conference with 18 varsity sports.

Stetson University is currently looking for Facility Operations/Game Management interns for the 2015 Fall Semester. The anticipated start date would be August, 17th, 2015 and end date would be December 21st, 2015. The successful applicant(s) will assist the Athletic Facilities and Operations staff in helping out at all sporting events, daily maintenance of athletic facilities on campus, or otherwise under the oversight of the Assistant Athletic Director and Assistant Director of Operations and Facilities.

Responsibilities

- Assist with management of all varsity athletic events, and other events hosted in athletic facilities when necessary
- Assist with event staffing, and coordinating with other departments within Stetson University Athletics
- Office assistance including clerical
- Assist facilities and operations staff with projects as assigned
- Supervising student staff
- Coordination with coaching staffs, visiting teams, game officials, and event support group including concessions and security.
- Assisting with Team Laundry
- Other duties as assigned

Minimum Requirements:

- Two years of college coursework
- Must be able to lift and move items approximately 20-50 pounds
- Excellent verbal and written communication skills
- Positive attitude and teamwork to accomplish goals
- Ability to train and supervise student employees and peers
- Strong computer skills, including a working knowledge of Microsoft office and internet browser programs
- Knowledge and ability to adhere to policies and procedures of Stetson University Athletics, Stetson University, Atlantic Sun Conference, and NCAA
- Excellent Customer Service Skills
- Ability and willingness to work nights, weekends, and some holidays including spring break
- General knowledge of audio/visual equipment
- General knowledge on how to operate scoreboards

Students earning course credit will receive preference for an interview. A background check will be required.

Please submit a Cover Letter, Resume, and three professional references to: vsheppa@stetson.edu or

Virginia Sheppa

Assistant Director of Operations and Facilities

Stetson University

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