



COASTAL CAROLINA UNIVERSITY

INTERN ACADEMY

The Coastal Carolina University (CCU) Athletics Ticket Office is looking for five individuals interested in gaining experience in a Division I Athletics Department. CCU is a member of the Big South Conference and supports 18 sports. The summer internships will work primarily in promoting Chanticleer football for the upcoming 2015 season. The football program plays at the Football Championship Series (FCS) level and has advanced to the quarterfinals of the NCAA Championships the last two years. The summer will begin with sales and customer service training, advance onto sales calls and community events and include new student orientations. The summer is a perfect time to learn more about the inner workings of an athletic department and university credit is available, if applicable.

Title: Athletic Ticket Office Intern
Reports to: Assistant AD for Ticket Sales & Revenue and Athletics Ticket Manager
Internship Dates: Summer 2015

RESPONSIBILITIES:

- Assisting with outbound sales calls
- Printing and distribution of season and individual game tickets
- Answering inbound calls and assisting customers at box office window
- Solving customer service related issues
- Presenting about the CCU Athletics Department at new student orientation
- Representing CCU Athletics Department at prospective student fair and tours
- Capturing data and distributing items at local community events and fairs
- Learning TicketReturn box office software
- Becoming a certified user through TicketReturn University

PAY:

This is a non-paid position. The Coastal Carolina University Department of Athletics will be flexible to work around other work schedules.
Internship can be for class credit if you are currently enrolled at a university and this internship will meet your university requirements.

HOUSING:

It is the responsibility of the intern to find housing in the Conway/Myrtle Beach area but the Department of Athletics has several existing relationships with local housing agencies that may offer discounted rates for interns.

If interested please email cover letter and resume to dschubert@coastal.edu.

Deadline to submit for consideration is Thursday, April 30.