



**Development Assistant/Intern**  
**Job Description**

**Position Summary:**

The Athletic Development Assistant/Intern will report to the Associate Athletic Director for Development and the Director of the Golden Hurricane Club and is a key member of the athletic development staff. This position is responsible for providing support and assistance with the daily operation of the athletics development office. This position will work closely with the athletic and university development staffs to coordinate and implement donor relations strategies for fundraising priorities.

**Characteristic Duties:**

- Assist with the distribution of suite and club seat tickets as well as parking passes to donors prior to the football season;
- Directly assist in all special events that are specific to the Athletic Department;
- Under the direction of the Director of the Golden Hurricane Club, coordination of social media initiatives;
- Assist the Director of the Golden Hurricane Club with the coordination of the annual membership fund drive;
- Prepare and edit general correspondence to Golden Hurricane Club members and prospects;
- Provide football and basketball game day development support;
- Under the direction of the Director of the Golden Hurricane Club, coordination of the young alumni giving program;
- Assist with the TU Lettermen's Association;
- Perform donor and prospect research;
- Helping to identify, cultivate and solicit annual gifts from alumni and friends of TU Athletics;
- Attend monthly Golden Hurricane Club Board meetings;
- Various duties as assigned by the Associate Athletic Director for Development and the Director of the Golden Hurricane Club.

**Qualifications:**

Applicant must have a Bachelor's degree from an accredited college or university; major in business, marketing, public relations/communications, or athletic administration is preferred; intercollegiate athletics development experience is highly desirable; excellent written and oral communication skills; knowledge of Microsoft Office suite; knowledge of publication software i.e. PhotoShop and InDesign is preferred; effective interpersonal skills; strong self-motivated work ethic as well as strong sense of team work are essential; excellent organizational skills with keen attention to detail; and the ability to professionally represent the university by demonstrating pride and loyalty

**Salary Information:**

10-month temporary position (August 2015-May 2016); Stipend of \$1,200 per month, no benefits.

**Application Information:**

Please submit a cover letter, resume and the names, addresses and phone numbers of three professional references to: Connor Meier, Director of the Golden Hurricane Club, The University of Tulsa, 800 South Tucker Drive, Tulsa, OK 74104, or email to [connor-meier@utulsa.edu](mailto:connor-meier@utulsa.edu). For questions or additional information, please call (918) 631-3604. The review of applications will begin immediately and continue until the internship is filled. The University of Tulsa is an Equal Opportunity/Affirmative Action Employer.

**About The University of Tulsa:**

The University of Tulsa is a private, independent, doctoral-degree-granting institution whose mission reflects the core values of excellence in scholarship, dedication to free inquiry, integrity of character, and commitment to humanity. The University of Tulsa is an NCAA Division 1-FBS university which seeks to provide student-athletes with the opportunity to compete at the highest level while making progress toward completion of a degree of their choice in an environment consistent with high academic standards, a commitment to equity and diversity, sportsmanship, personal growth and development, and ethical conduct.