Penn State Intercollegiate Athletics is looking for an Operations Intern to work a maximum of 30 hours per week. This position specifically supports the mission of the University and the Department of Intercollegiate Athletics by assisting in institutional compliance with NCAA and B1G rules and regulations. This position has potential income through working extra events outside of this job description.

**PRIMARY RESPONSIBILITIES:**

- Work closely with the Assistant AD, Head Groundskeeper and Ice Arena managers to ensure smooth flow of operations, prior to, during and following Beaver Stadium and Pegula Ice Arena events.
- Assist the operations staff for football spring game, 7 home fall football games and PSU ice hockey.
- Work closely with Assistant AD to ensure the stadium is secure, set up, clean and prepared for day to day operations.
- Assist with researching, benchmarking and implementation for operational needs for both venues.
- Participate in weekly game operations meetings for stadium events, updating and distributing agendas and minutes.
- Assist with Beaver Stadium credentialing system and distribution.
- Assist with training event staff and implementing customer service initiatives.
- Work closely with the Penn State football program recruiting coordinator for recruiting event logistics (i.e. video boards, access).
- Work with and gain exposure to different departments within Intercollegiate Athletics, such as, marketing, communications, etc.
- Assist in the planning and execution of outside events (i.e concerts, tradeshows)
- Assist Pegula operations staff with planning, set up, and execution of facility rentals and events.
- Assist arena management with projects such as ice removal & installation, painting ice and installing board ads, and changing glass.
- In addition to the aforementioned duties, there may be opportunities for further growth and development in areas such as: athletic administration, facility management and finance.

**DESIRED QUALIFICATIONS:**

- 1 year of experience in gameday/facility management (can include past internships)
- Knowledge of B1G and NCAA rules and regulations
- Must be able to work nights, weekends and holidays
- Must possess the ability to: pay attention to details, self-motivate, work in a fast paced environment, accept direction and constructive criticism; adapt to change; multi-task; prioritize events and/or circumstances is essential.
- Must demonstrate strong computer and communication skills both oral, written and interpersonal skills.

For more information or to apply (email cover letter/resume): [jar57@psu.edu](mailto:jar57@psu.edu) or Phone 814-867-1252

Penn State University is an EOE/AA employer with a smoke free campus. Employment will require a criminal background check in accordance with University guidelines.