



## **DIVERSIFYING ATHLETICS INERNSHIP PROGRAM**

### **INTERNSHIP OVERVIEW**

The Office of the Associate Chancellor for Diversity and the Director of Athletics at Southern Illinois University (SIU) have developed a unique opportunity for graduate students at Southern Illinois University. Saluki Athletics will provide one internship each academic year to a selected graduate student who meets the academic requirements established by their graduate degree program. The primary purpose of the internship is to provide students with first-hand experience in athletic administration. In addition, Southern Illinois University is dedicated to diversifying Intercollegiate Athletics on a national scale. As such, we have created this opportunity for underrepresented populations in higher education who are pursuing a career in athletic administration.

The primary purpose of the internship is to provide students with first-hand experience in athletic administration. Additionally, our goal is to increase the number of underrepresented populations in Intercollegiate Athletics by creating opportunities for future athletic administrators. The selected intern will assist the athletic management team as they perform their administrative duties for SIU. The intern will have the opportunity to work for five specific units within Saluki Athletics, listed below, during the first five months of the internship (August-December) and then, in consultation with the Director of Athletics, will choose a specific area to complete the remaining five months of his or her internship experience.

### **INTERNSHIP REQUIREMENTS**

The Department of Intercollegiate Athletics at Southern Illinois University is an NCAA Division I member institution. SIU sponsors 18 intercollegiate sports and is a member of the highly competitive Missouri Valley Conference as well as the Missouri Valley Football Conference. Our goal in Saluki Athletics is to enhance the regional and national reputation of Southern Illinois University by demonstrating excellence in academics and athletics while operating our program with integrity.

**For more information about Saluki Athletics, please contact Brad Taylor, Assistant Athletic Director for Operations, at [btaylor@siu.edu](mailto:btaylor@siu.edu) or by phone at 618-453-5463.**

Saluki Athletics will accept applications from any graduate student admitted and enrolled in any SIU graduate degree program; however, the selected intern must receive approval from their graduate program coordinator and must continue to meet all applicable graduate program requirements during their internship experience. Applications are accepted prior to the start of the fall semester and the internship will end at the conclusion of the spring semester. Saluki Athletics will require a complete internship application, a cover letter with references, outside achievement/involvement with intercollegiate athletics, and a sincere desire to pursue a career in athletic administration. Applicants will interview for the internship with members of the athletic administrative staff including the Director of Athletics. The selected intern will formally begin his or her internship experience on the first day of classes for the fall semester.

### **INTERNSHIP DEADLINES**

<b><u>INFORMATION FOR FALL APPLICANTS</u></b>	
APPLICATION DEADLINE:	MARCH 15
INTERVIEWS:	MARCH 16-31
INTERNSHIP START DATE:	FIRST WEEK OF FALL CLASSES

## INTERNSHIP DESCRIPTIONS

- 1. Business Operations** Work with the Assistant Athletic Director for Business in the daily operations and functions of the business office. Responsibilities include, but are not limited to, implementing, managing, tracking and accounting for all aspects of the budgeting process for the Athletic Department; sending reports to coaches and department heads; answering questions and discussing budgetary issues; entering data into the financial system; allocating all travel related paperwork; and reconciling department accounts. Based on the prospect of post-season qualification, the intern will prepare and submit championship hosting proposals; assist in the pre-event planning and implementation of awarded events; participate in event management; and prepare and submit relevant post-event reports and summaries.
- 2. Development and Alumni Relations** Work with the Director of Development in the day-to-day administration of the Athletic Department's development and fund-raising initiatives including, but not limited to, assisting with identification, cultivation, involvement, solicitation, and stewardship of gift prospects including individuals (alumni, friends, corporate, and private foundations); assisting with fund-raising events (auctions, banquets, golf tournaments, etc.); supporting other institutional development and alumni initiatives; and in conjunction with the College's Development and Alumni Office, updating and maintaining the institution's donor-directed database software.
- 3. Event Management and Facilities** Work with the Assistant Athletic Director for Facilities in the day-to-day administration of the Athletic Department's on-going event management and facility issues including, but not limited to, assisting in coordinating the operations of athletic venues; setting up and tearing down for events and facility change over; assisting the department with all aspects of managing the athletic facilities, helping coordinate all daily activities in all athletic venues, assisting with event management and staffing, as well as other duties as assigned.
- 4. Marketing and Promotions** Work with the Director of Marketing and the Coordinator of Group Sales in the day-to-day administration of the Athletic Department's marketing and promotion efforts including, but not limited to, assisting with the development and execution of marketing plans, advertising schedules (electronic and print), and promotional activities for multiple men's and women's sports, including select revenue-producing sports; serving as marketing game management assistant at assigned sporting events; coordinating student assistant event schedules; and overseeing special projects.
- 5. Media Services** Work with the Director of Media Services in the day-to-day administration of the Athletic Department's media needs including, but not limited to, assisting with press releases, media guides, game programs, newsletters, and similar information for dissemination to the public and various media outlets; assisting with press conferences; and maintaining statistical files and computer databases.
- 6. Sport Administration** Work with the Associate Athletic Director in the day-to-day administration of the Athletic Department's sports programs including, but not limited to, assisting with the development of the academic, athletic, personal and professional growth of our student-athletes and staff; assisting with facilitating gender equity plans and Title IX compliance; and assisting with increasing undergraduate athletic opportunities for all students as well as the administration of selected athletic teams.
- 7. NCAA Compliance** Work with the Assistant Athletic Director for Compliance in the day-to-day administration of the Athletic Department's compliance program including, but not limited to, monitoring the initial-eligibility process including evaluations of high school transcripts; assisting with maintenance of team rosters and Certified Eligibility Lists; coordinating admission and certification of transfer student-athletes; assisting in the monitoring of recruiting, financial aid, amateurism, playing and practice seasons, and eligibility for 18 sports; entering data and maintaining information in the NCAA Compliance Assistant software; assisting in the development of educational materials; and preparing NCAA reports and waivers as assigned.
- 8. Academic and Student Services** Work with the Assistant Athletic Director for Student Services in the day-to-day administration of academic services provided to student-athletes including, but not limited to, academic and major advising, monitoring academic progress, assigning and monitoring study tables, coordinating community service projects; and managing the use of tutorial services and campus resources. The position assists in developing and implementing academic services programs and provides strong and engaged leadership to set a high standard of academic integrity that will result in satisfactory progress for all student-athletes.
- 9. Ticket Operations** Work with the Director of Ticket Operations in the day-to-day administration of the Athletic Department's ticket office needs including, but not limited to, assisting with the daily management and operation of the Saluki Athletic Ticket Office; assisting the Director of Ticket Operations in the overall administration of the office including the preparation and distribution of ticket applications, brochures, projection; and monitoring of the operational ticketing, accountability of tickets, preparation of game statements, ticket sales, ticket promotions, and student personnel management.
- 10. Athletic Training and Conditioning** Work with the Assistant Athletic Director for Athletic Training in the day-to-day administration of training services provided to student-athletes including, but not limited to, assisting with the departmental Drug and Alcohol Education and Testing Program; assisting with the education, wellness and physical testing components of all departmental programs; and assisting with providing information concerning topics such as sports nutrition, alcohol and drug use, stress management, sexual assault and other student-athlete welfare issues.