Athletic Intern

Job Code 00007280

General Description
Responsible for providing assistance in various areas of the Athletic Department.

Examples of Duties
Write press releases and media guides for press and other interested parties for assigned sports.
Cultivate new corporate sponsorship sales.
Maintain and fulfill existing corporate sponsorship agreements and renew existing corporate sponsorship contracts.
Develop and maintain media contacts among local and regional press representatives for assigned sports.
Supervise press row during games.
Provide game statistics, notes, rosters and other information.
Provide post-game summaries and statistics to all media contacts.
Fulfill requests for information from media and other interested parties for media guides and other information.
Inventory, maintain, and repair video recording and viewing equipment for all sport programs.
Coordinate the video taping of football practices and games.
Provide video coverage for other team games or matches and practices as requested.
Instruct others in the set-up and use of video recording and viewing equipment.
Clip and copy relevant articles from newspapers.
Deliver copy to print shop or off-campus printers.
Answer phone; receive and deliver mail and faxes.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: marketing plans, game reports, and advertising; soliciting advertisers and potential sponsors.
Ability to: Provide clear, concise information; read policy and procedures manuals; establish rapport with staff, students, and public; generate proposals for prospective sponsors or advertisers; perform basic math; speak to outside groups and current prospective sponsors.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/18/2012