

Department of Physical Education and Athletics
Student Life Internship Information
2014-2015

Position(s) Purpose

- To assist qualified students who have an interest in one or more of the following areas within the athletic department: athletic administration, facility/event management, athletic marketing & promotion, sports information, strength & conditioning or sports medicine to gain valuable practical experience.
- To support Pioneer Athletics by leading, coordination, administering, and supporting existing programs and services.
- To enhance the student's college experience by working with various student groups and through leadership development.

Expectations

- Report directly to the Athletic Administrator relevant to assignment
- Live on campus
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attend regular one-on-one meetings with supervisor
- Devote approximately 15 hours per week to the internship
- Participate in professional development opportunities
- Participate in collaborative projects with other interns when appropriate
- Serve as a positive role model to students and other Student Life interns
- Maintain good working relationships with staff, faculty and students
- Participate in leadership training opportunities
- Attend department meetings and campus programs as directed
- Support college policies and guidelines
- Maintain confidentiality

Please specify in your cover letter the area(s) that you are most interested in pursuing an internship in from the list below. Expound specifically on what qualifies you as a candidate in that particular area, what you hope to contribute to the Department of Physical Education & Athletics and what you hope to gain from the experience.

Internship Opportunities

The Department of Athletics Currently has three (3) full year internships that can potentially be broken into six (6) single semester internships.

- **Athletic Administration- Current Supervisor - Sharon Sexton (sextons@)**

***The intern(s) in this position would assist in the day-to-day internal operations of a Division III Athletic Department supporting 19 varsity sports. The scope of this experience is very broad based and could include but is not limited to the following:*

- Assist with Institutional, NWC and NCAA Compliance
- Assist with student-athlete eligibility, playing and practice seasons and roster management.
- Assist with student-athlete welfare and academic support.
- Creation and dissemination of intercollegiate playing contracts
- Assist in the coordination and scheduling of the PE/A Activity Classes
- Management of varsity letter/participation information and wards
- Assist with the management of various department sponsored events
- Assist in the completion of various Institutional, NWC and NCAA reports.
- Assist with the application process for the student-athlete external awards and scholarships
- Represent the department at various campus events and assist with home contests as needed
- Other athletic administrative duties as assigned or as they fit with the scope of the individual interest.

- **Athletic Facilities/ Event Management- Current Supervisor - Mark Minty (minty@)**

- Assisting with day-to-day operations of the front desk/information area
- Assisting in training of facilities/event management student workers
- Event Management Assistance/Set-Up/Break Down
- Evening Supervision of facilities
- Assisting with maintain locker database/issuing new lockers
- Assisting in submission of service requests to facilities services
- Coordinate student worker schedules
- Design and update facilities schedules both online and in poster form
- Updating Athletic Facilities Master Schedule
- Assist with the scheduling and management of department vehicle pool.

- **Athletic Marketing & Promotions- Current Supervisor - Monica Baker (mbaker@)**
 - Plan and implement the promotions and game day activities for assigned sports
 - Coordinate with Event and Facility Management prior to and during events to ensure proper set-up for promotional activities and game day events
 - Management of in-game entertainment for assigned sports, including music, script writing, and on-field/court promotions
 - Promote athletic events and lead on campus marketing efforts including the creation and dissemination of flyers and other electronic and social media efforts
 - Work closely with sponsorship proposals and athletic ticket operations
 - Assist with hospitality for assigned sports

- **Sports Information - Current Supervisor - Kristian Martin (martin@)**
 - Writing and distribution of L&C press releases
 - Photography, Videography, Broadcasting
 - Website management of lcpioneers.com
 - Assisting with design, writing and editing of department publications
 - Event Management/ Game Statistics

- **Sports Medicine/Athletic Training - Current Supervisor - Jeremy Loew (loew@)**
 - Coverage & care of student-athletes
 - Prevention assessment
 - Rehabilitation
 - Day-to-day operations of athletic training room
 - Contest and Practice coverage

- **Strength & Conditioning – Current Supervisor – Angela Dendas (dendas@)**
 - Be highly motivated
 - Individuals will gain knowledge and experience in a Division III Collegiate Strength & Conditioning setting
 - Individuals will have the opportunity to learn and apply training techniques with all varsity sports
 - Specific responsibilities will include but are not limited to:
 - Assisting with supervision and execution of strength training programs for various sports
 - Facility oversight (scheduling, maintenance, cleaning)
 - Professional development throughout the internship program

Qualifications

- Student intern must be in good academic standing with full-time undergraduate status
- Minimum GPA of 2.75*
- Students with prior high school or college experience in athletics specific to the area of interest above are preferred
- Demonstrated skills necessary to plan, organize and prioritize assignments and to work independently to complete assignments
- Ability to perform analytically and problem solve
- Ability to work effectively in a fast paced environment
- Ability to work cooperatively with others
- Demonstrated computer skills that include working knowledge of various computer software packages (e.g. Microsoft Word, Excel)
- Excellent written and verbal communication skills
- The Department of Physical Education & Athletics encourages applications from those of underrepresented communities as part of the Lewis & Clark institutional commitment to diversity

Remuneration

Credit to the Intern's student room account equivalent to double-room housing rate. Internships may be assigned for fall or spring semester of both.

**students who do not meet the minimum GPA requirements can still apply but must address the following questions in their cover letter:*

- 1. How do you monitor your academic progress to ensure you do well in your coursework?*
- 2. How do you effectively balance your time?*