

**Department of Physical Education and Athletics**  
**Student Life Internship Information**  
**2015-2016**

**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 schedules 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 awards
- 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
- Assist with the maintenance of locker database/issuing new lockers
- Assist 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
    - Gain knowledge and experience in a Division III Collegiate Strength & Conditioning setting
    - 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
- **Student-Athlete Academic Support – Current Supervisor – Kayleigh McCauley (kmccauley@)**
    - Assist with institutional and NCAA academic eligibility
    - Assist with student-athlete academic support programming
    - Individuals will have the opportunity to learn and apply concepts in relation to a dual academic advising model
    - Social media management
    - Other athletic administrative duties as assigned or as they fit with the scope of the individual interest

### **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**

- Double room rate credit on your student account towards your on campus housing.
- Internships may be assigned for fall or spring semester or 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?*