**Department of Physical Education and Athletics**

**Student Life Internship Information**

**2018-2019**

**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.***

**2018-2019 Internship Opportunities**

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

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

*This internship position would assist in the day-to-day internal operations of a Division III Athletic Department supporting 19 varsity sports and a physical education curriculum. 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, conduct and academic support.
	+ Assist with institutional and NCAA academic eligibility
	+ Assist with student-athlete eligibility, playing and practice seasons and roster management.
	+ Assist with student-athlete development programming
	+ Creation and dissemination of intercollegiate playing contracts
	+ Assist in the coordination and scheduling of the PE/A Activity Classes
	+ Assist with the management of various department sponsored events
	+ Assist with the PE/A Student-Life Intern selection process for next academic year.
	+ 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
	+ Assisting in training of facilities/event management student workers
	+ Event Management Assistance/Set-Up/Break Down
	+ Assist in submission of service requests to facilities services
	+ Assist with scheduling all athletic facilities (varsity athletics, club sports, IM’s, classes, meetings etc.)
	+ Assist with scheduling and contracting external constituents.
	+ Assist with the scheduling and management of department vehicle pool and transportation scheduling broadly.
	+ Other athletic administrative duties as assigned or as they fit with the scope of the individual interest.

**Sports Medicine/Athletic Training - Current Supervisor – Mark Pietrok (pietrok@)**

* + Coverage & care of student-athletes
	+ Prevention assessment
	+ Rehabilitation
	+ Day-to-day operations of athletic training room
	+ Contest and Practice coverage

**Athletic Communications - Current Supervisor – Ryan Goff (rgoff@)**

This internship is a springboard for anyone interested in working in sports, sports media and/or collegiate athletics long-term.

* Create and post LCPioneers.com content including written game recap using AP Style and multimedia
* Coordinate rosters and other information with peers throughout Northwest Conference
* Manage information for website through a Content Management System (CMS)
* Oversee game day operations for one or more sports throughout each semester, which requires nights and weekends, and possibly some time during fall, winter and spring breaks
* Organize staffing for each scheduled event
* Learn statistical manual for assigned sport(s)
* Keep statistics through computer-based Stat Crew program
* Update website with game times, rosters, schedules and links for video, live stats, etc.
* Create game day publication
* Create and manage social media before, during and after the event
* Reserve and prepare equipment for video streaming (PioStream)
* Track records and history of assigned sport
* Create graphics, shoot video and capture multimedia for PioStream (video streaming service)
* Shoot and edit photos of sporting events and teams
* Conduct interviews with coaches, student-athletes and others
* Tell stories of student-athletes
* Assist with design, writing and editing of department publications (Hall of Fame; Media Guides)
* Connect with personalities in media throughout the Portland area (television, radio)

Preferred qualifications

* Strong understanding of grammar and written communication

**Strength & Conditioning – Current Supervisor – Angela Dendas-Pleasant (adendas@)**

* 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
	+ Assisting with day-to-day operations of the front desk and weight room/information area.

**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 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?*