

Department of Physical Education and Athletics
Student Life Internship Information
2019-2020

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.

2019-2020 Internship Opportunities

The Department of Athletics currently has only one (1) full year internship that can potentially be broken into two (2) single semester internships in any of the following areas of interest:

**note we have had three (3) in the past so this is different for 19/20*

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?*