



Athletics Event Management Intern for Credit Position Description

Unique role that will provide the student an opportunity to earn **9-12 credit hours** while gaining experience needed to assist with obtaining full-time employment at the completion of the semester long period spent at the University of Notre Dame.

Responsibilities:

- Work with a variety of varsity sport coaching staffs.
- Maintain athletic visitors guide website and update with accurate dates of upcoming events, staff information, etc.
- Communicate with incoming visiting teams.
- Develop and maintain a game management contacts database.
- Prepare game specific documents to be distributed to all departments involved in game day operations for home events.
- Help with facility rentals held on campus in Notre Dame athletic venues.
- Assist with the bid process to host NCAA and ACC post-season events.
- Prepare for NCAA and ACC sponsored championships.
- Work with the local Convention and Visitors Bureau toward making visiting team fan experience positive.
- Gain hands on experience with non-athletic events held at Purcell Pavilion.

Other Opportunities May Include:

- Professional development and networking opportunities as a part of the Fighting Irish Intern Program.
- Gain experience in other departments, such as marketing, ticketing, equipment, media relations, etc., to see if the student has interests in areas outside of Event Management.

Minimum Qualifications:

- At least a junior or senior pursuing their Bachelor's or currently in graduate school.
- Must be completing this internship for college credit **ONLY**.
- Area of study must be in sports administration/management.
- Knowledge of NCAA/ACC rules and regulations.
- Excellent written and oral communication skills with the ability to multi-task effectively.
- Good interpersonal skills with the ability to work within a team environment.
- Strong organizational skills.

If interested in applying for this position, please submit a cover letter and resume to athevent@nd.edu. Applications will be accepted until **Friday, September 27th**

****PLEASE NOTE THIS IS AN UNPAID INTERNSHIP OPPORTUNITY. HOUSING IS THE RESPONSIBILITY OF THE INTERN. RECOMMENDED HOUSING OPTIONS WILL BE MADE AVAILABLE.***