



### **Athletics Event Management Intern for Credit Position Description**

Unique role that will provide the opportunity to gain the 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
- 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 preferably for a minimum of 9-12 college credits **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 [cdeweese@nd.edu](mailto:cdeweese@nd.edu). Applications will be accepted until **Friday, October 8th**

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