App State Athletics Student Internship
Department of Athletics, Appalachian State University

Location: Mark E. Ricks Athletics Complex, Room 6049

The purpose of the student internship with Athletic Administration position is to support the mission of the App State Athletics Department by supporting the external services of the department. A student intern will gain experience and knowledge in any of the following: sports information, game day operations, marketing, ticket office, guest services, fundraising and creative content.

Refer to appstatesports.com for more information about our mission, structure, and those that we serve.

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Duties/Responsibilities include but are not limited to:

- All Departments: Communicate with supervisor on a weekly basis with schedule, current assignments, and projects
- Sports Information Internship: Work on graphics for upcoming social media posts, assist with writing of pre and post-game stories for website for App State Sports
- Game Day Operations Internship: Assist with game day operations for home App State Sports events for all sports, assist with summer Boone Bigfoots minor league baseball games
- Marketing: Collaborate on upcoming events and assisting with dissemination of information to campus and community
- Ticket Office: Assist with ticket office for season ticket renewals, ticket sales and ticket takes
- Guest Services: Serve as a guest service representative by greeting visitors in the lobby of Mark E. Ricks Athletics Complex and North End Zone Facility; as well as answering telephones and forwarding messages to the appropriate department
- Fundraising: Collaborate with Mountaineer Athletic Fund office for mailing of donor benefits
- Creative Content: Assist with game day and training video to provide fans with behind the scenes action; as well as create game day hype videos for student-athletes

Also, an ideal student candidate will have the ability to collaborate with other departments in order to properly promote current opportunities to support App State Athletics. The ideal student will show initiative and execute projects in a timely manner while adhering to expectations on quality of work. We would like to emphasize that the student employee will be trained on all work duties and responsibilities.

In compliance with Return to Work and UNC Guidance safety measures, aspects of your role may be incorporated into telework assignments or days in the office may rotate in accordance with other student employees schedules. We would be happy to discuss employees' options and workplace accommodations if you are invited for an interview. Interviews will likely be conducted over the phone or over Zoom.

Requested qualifications include:

- Commitment to customer service
- Strong interpersonal communication skills
- Computer skills in document/spreadsheet design, (Google Drive, Adobe suite, Canva, etc.)
● Desire to impact game day experience for students, alumni and community

● Strong time management skills

Preferred availability is flexible depending on schedule for the week
Length of student’s employment Jan 3 - May 3
Candidates will be evaluated based on work schedule availability, interest in career in sports management and collegiate athletics.

Career Readiness and Enhanced Skill Sets:

- Teamwork & Collaboration - ability to lead yourself and collaborate respectfully with others
- Digital Technology - ability to create professional graphics for social media prior to and during App State Sports events
- Professionalism & Strong Work Ethic - ability to manage personal time and projects with attention to detail and quality of product

Office of Disability Resources Accommodations: Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828.262.3056 or odr.appstate.edu)

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Requested documents for applying:

- Resume - need assistance with your resume? Visit Career Studio resources to help you get started.
- Semester work availability