



Events & Operations

An internship with the Office of Operations and Events will provide hands-on experience and career development in the area of athletic event management. You will have involvement with numerous sports programs within the Division, as well as working with various staff members and coaches throughout the department. Interested applicants should have a strong work ethic, flexible hours and a general interest in facility and event management.

Throughout the semester you will be involved with many aspects of event and facility management. Your responsibilities will include, but not limited to:

1. Event Management – Assist with the operations of Athletic Department events in regard to set-up, supervising, and other responsibilities involving event management.
2. Visiting Teams – Contact appropriate teams in regards to travel itinerary, practice and locker room requests.
3. Officials – Call officials to confirm game schedules, facility directions and to provide contact information.
4. Calendar – review all events and schedules on calendar program.
5. Lock and secure Athletic department facilities.
6. Supervise various events, such as camps, visiting team practices, etc.
7. Other duties as deemed necessary to achieve academic and internship goals.

Interns will be expected to work and act in a professional manner throughout the internship. Internships with this department are for class credits only. Hours required to work will be based on the amount of credits the applicant will take for this internship.

All interested applicants should send a copy of their resume to: rcormio@scarletknights.com