



## STUDENT COMMUNICATIONS INTERN WANTED

The Southeastern Collegiate Cycling Conference is seeking applications for a Student Communications Intern. Applications are being accepted now. The board will submit the slate of nominees to the Conference Director. The student will begin their service immediately following selection and complete their term at the end of May 2018. To be considered for this role, the student must meet the following criteria:

- The nominee must be a current student and member of a collegiate team in the SECCC,
- The nominee must be in good standing with the conference, their school, their collegiate team, and
- The nominee must have competed in the conference for at least one race season.

### HOW TO APPLY

**Applications should be sent to Emily Palmer at [epalmer@usacycling.org](mailto:epalmer@usacycling.org).** Please submit a resume and cover letter explaining your background with the conference, why you would like to be an intern and what you would like to accomplish in the role. The board will review the applications and submit them to the Conference Director. More information on the position can be found below.

### RESPONSIBILITIES OF THE INTERN

The Communications Intern of the Southeastern Collegiate Cycling Conference (“SECCC”) will serve as an ambassador to the sport and the region with the responsibility to promote activities that advance the SECCC’s effectiveness and sustainability. The Intern provides feedback to ensure the wise use of all assets of the SECCC. They must endeavor to make all decisions in the best interest of the SECCC and to ensure that the SECCC obeys applicable laws and USA Cycling rules and acts in accordance with its mission to advance collegiate cycling throughout the Southeastern Conference.

In carrying out these responsibilities, the Communications Intern will specifically perform the following duties while reporting directly to the Conference Director:

- Serve as the point person to handle communication through each of the Conference’s social media outlets (Facebook, Twitter, Instagram);
- Aid the Conference Director in sponsor and talent relations;
- Create post-event summaries that will be shared on each of the previously mentioned platforms;
- Promote collegiate racing for cyclists of all ability levels;

- Communicate with conference clubs and members when needed to show support and maintain healthy relationships between conference leadership and collegiate cyclists
- Assist with fundraising efforts and promotions;
- Receive and review seasonal race reports from the Conference Director and work with the Conference Director to address any problems that may prevent races from running smoothly;