Job Description:
This is a one-year position contingent on performance, and offers valuable athletics administration experience. This internship is a volunteer or for-credit position only. No monetary compensation will be awarded. The candidate will work approximately 20 hours per week. The candidate must be in the process of obtaining a bachelor’s or master’s degree at an accredited university and possess a strong desire to pursue a career in athletics administration.

Position Reporting & Program Information:
Reporting to, and with assistance from the designated staff, the associate director of athletics. The Colorado School of Mines Athletic Department offers an outstanding variety of events, programs, and services to students, faculty, staff, alumni, and the local and surrounding communities of Golden. Athletics at Mines consists of 18 varsity sports and supports more than 500 student-athletes.

General Responsibilities:
Assist in planning, organizing, and implementing successful game day events, giveaways, and in-game promotions. Assist in coordination and execution of campus and community events and programs.

Specific Responsibilities:
Game Day Operations
- Assist with oversight of all in-game promotions and game day events
- Assist with preparing all game-day products for distribution
- Assist with post-game events and activities
- Assist with event setup and breakdown

Intern Program Areas
- Campus Engagement & Campus Events
- Communications & Special Events
- Community Engagement

Qualifications:
- Must be successfully enrolled in a bachelor’s or master’s degree program at an accredited university
- Demonstrated familiarity and/or interest in athletics
- Willing to work nights and weekends
- Must have an ability to work independently and in a group setting
- Demonstrate strong organizational, interpersonal and time management skills
- Ability to work and communicate effectively with University students, faculty, staff as well as general public and volunteers
- Excellent written and verbal communication skills

Preferred Qualifications:
- Experience in the field of marketing, particularly in a collegiate athletic program