UIS Athletics Department:

Athletics Communications Internship

Street Address: 1 University Plaza REC 2004, Springfield, IL 62712
Phone number: (217) 206-7017
Email Address: akirs2@uis.edu
Agency Contact: Lexi Kirschbaum, Assistant to the Athletic Administration

How should I contact this agency? Telephone
How should students submit cover letters and resumes? Email

General Description of agency or business
The University of Illinois Springfield Intercollegiate Athletic Department is a Great Lakes Valley Conference NCAA Division II member. Currently, the department is home to 180 student-athletes across 11 sports. UIS Athletics believes in the importance of life in the balance. This concept teaches student-athletes the importance of balancing classes with being an athlete and volunteer. Our department creates partnerships with the Springfield community to create a fun, family game environment and experience for all.

Internship or Job Description
Title: Athletics Communications Intern
- Assist the Assistant Athletic Director of Media & Communications in the operations of the media relations efforts of the UIS athletic departments
- Help with updating on the UIS Athletic website, UISPrairieStars.com
- Organize office files of past student-athlete and department files
- Create and execute aspects of a social media plan on Twitter, Facebook, YouTube, etc.
- Write feature stories and game recaps as needed
- Work with assigned game days to assist with statistics and game operations

Qualifications for the position:
- Working towards earning a degree in Business Administration or Communication
- Interest in college athletics
- Exceptional writing/grammar skills in the English language, and excellent people skills.
- Demonstrates working knowledge of Microsoft Word and Excel and working familiarity with e-mail
- Preferred knowledge of InDesign/Photoshop

Basic student learning anticipated
Student will assist with many aspects of sports information including, but not limited to, media relations, sports communications, statistics programs and social media policies

Hours per week: 20-25
Number of weeks: 10
Position Available: Summer/Fall/Spring

Unpaid

August 1, 2013