UIS Athletics Department

Athletics Communications Internship

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How should I contact this agency? Email
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 more than 160 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 department
- Help with updating on the UIS Athletic website, UISPrairieStars.com and learn the SIDEARM content management system
- Organize office files of past student-athlete and the department file
- 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; other majors will be accepted if proven interest in collegiate athletics is shown.
- Interest in collegiate athletics
- Exceptional writing/grammar skills in the English language, and excellent people skills. Prefer knowledge of AP style writing
- Demonstrates working knowledge of Microsoft Word and Excel and working familiarity with e-mail
- Preferred knowledge of InDesign/Photoshop
- May require some night and weekend work

Basic student learning anticipated

Student will assist with many aspects of collegiate sports information including, but not limited to, media relations, sports communications, statistics programs and social media plans

Hours per week: 20-25
Number of weeks: 10-15
Position Available: Summer/Fall/Spring

Unpaid

Updated: November 2015