Title: Sports Information Intern
Term: 2020-21 academic year (start date Aug. 24, 2020)
Schedule: 10-20 hours per week; compensation for office hours
Location: Small Multi-Sport Center, Cornell College, Mount Vernon, Iowa
Application Deadline: May 1, 2020

Job Description
- The position will report to Cornell College’s Sports Information Director
- Candidate will oversee coverage of 19 NCAA Division III intercollegiate sports
- Primary responsibilities include:
  - Assist with maintenance of athletics department website
  - Live data entry in statistical programs (StatCrew and NCAA Genius Live Stats)
  - Generate and submit statistical reports as required to Midwest Conference, NCAA, opposing school (if hosting) and sport-specific D3.com sites
  - Write and post press releases (game recaps) to athletics website
  - Shoot action photos at select home events
  - Help manage Cornell’s athletics social media accounts (Twitter, Facebook, Instagram)
  - Edit photos and create graphics for website/social media posts
  - Create game day programs for select contests
  - Assist with game day and press box operations
  - Assist with setup of home webcasts (Stretch Internet)
  - Submit student-athlete nominations for academic and athletics awards
  - Help supervise sports information work study staff (approximately 8-10 students)
  - Historical upkeep of team and individual records
  - Flexibility to work nights and weekends
  - Other duties as assigned

Preferred Skills & Knowledge
- Proficient in Microsoft (Word, Excel) and Adobe (InDesign, Photoshop) software
- General knowledge of NCAA rules for all sports as official scorer/statistician
- Familiarity with website software and digital photography
- Experience with social media and new trending platforms
- Strong writing and verbal communication skills
- Ability to develop positive working relationship with sports information director, student assistants, student-athletes, staff, coaches and local media
- Detail-oriented, self-motivated and time-efficient

Internship Objectives
- Learn best practices and behind-the-scenes roles in a sports information department that provide quality experiences for the student-athletes
- Understand all aspects of hosting events, media coverage, website/social media programming and other initiatives to help promote our athletics teams

Please send cover letter and resume to Kerry Kahl, Sports Information Director, at kkahl@cornellcollege.edu.