The University of Iowa
Department of Intercollegiate Athletics
Job Description

INTERN - EVENT MANAGEMENT
[Graduate/Undergraduate Student or P&S Temporary]

**Supervisor:** Matthew T. Getz, Assistant Director of Athletics Event Management

**Duration:** August 1, 2016 – May 31, 2017

**Compensation:** $10 per hour for events worked (excluding Football games, special events, Championships and Tournaments). The required 15-20 office hours per week are not compensated.

**General Expectations:**

The Event Management Intern is responsible for providing general support to the athletics event management unit in coordinating game management and special event activities. Job expectations include:

- Embraces the philosophy of the Department of Intercollegiate Athletics, as stated in the departmental mission and its accompanying values and commitments.

- Adheres to the rules and regulations of the University, the Big Ten Conference and the NCAA; commits to reporting any Big Ten or NCAA violations involving the University of Iowa to departmental compliance personnel.

- Contributes to the development of an environment for student-athletes that is healthy, safe, equitable, and culturally diverse.

- Manages resources and petitions for change in a way that minimizes gender bias and maximizes compliance with federal and state laws regarding gender equity. Acts as an advocate for any student-athlete, employee, or program that experiences unjustified inequity.

- Influences the degree of diversity, especially racial, in striving to improve or enhance the environment to support a diverse population.

- Demonstrates respect for all members of the University community in the course of performing one’s duties and in response to administrators, supervisors, coworkers, and customers.

- Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.
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- Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.

- Seeks opportunities to enhance one’s own professional knowledge, skills, and abilities as they relate to one’s current position and/or to prepare for potential future roles and overall career development.

**Duties and Responsibilities:**

- Assist in the coordination of game management activities, as assigned, for the Department of Intercollegiate Athletics. Responsibilities include:
  - Coordinate pre-planning activities, including communication with visiting teams, officials, television, other departmental units, vendors and external entities.
  - Recruit, schedule and train event personnel and volunteers.
  - Develop sport-specific event management, visiting team and Championship/Tournament manuals.
  - Conduct on-site management activities, including fulfillment of working staff, volunteer and team needs.
  - Assist in the planning and management of Big Ten and NCAA Championship events.
  - Assist in the management of special events and other activities to assist the National Iowa Varsity Club and the Iowa Athletics Courtesy Car program.

- Act as liaison, as needed, between Athletic Department units, University service units and organizations, and community businesses in order to conduct departmental business.

- Perform other duties as assigned.

**Required Qualifications**

- Traits and characteristics:
  - Ability to work on multiple projects simultaneously in a fast-paced environment
  - Responsibility, professionalism and maturity
  - Strong communication skills (written, oral and interpersonal)
  - Tireless work ethic and self-motivation
  - Excellent organizational skills and attention to details
  - Ability to accept direction and constructive criticism
  - Dedication to team success
  - Willingness to take on any task
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- Computer / Technical competencies:
  - Proficiency in Microsoft Windows and Office Suite (Excel, Word, PowerPoint)
  - Working knowledge of Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Must be available and willing to work long hours, including:
  - All weekends between August 1, 2016 and May 31, 2017
  - 15-20 office hours per week (between 8:00 AM and 5:00 PM)
  - Nights
  - Holidays and academic break periods