

Howard Community College Work-Study Job Description

Job Number:	Internship
Job Title:	<u>Athletic Operations Intern</u>
Department Name:	Athletics
Supervisor Name:	Mark Winkel
Supervisor Phone #:	443-518-4684
Supervisor Email:	mwinkel@howardcc.edu
Employer Address:	10901 Little Patuxent Pkwy. Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	

Job Description and Responsibilities <i>(include job purpose):</i>	<p>The Howard Community College Athletics department seeks a paid Athletic Operations Intern to work under the general supervision of the manager of sports information and game operations and support the athletic department in the following areas:</p> <p>The Athletic Operations Intern will learn and assist with the following responsibilities:</p> <ul style="list-style-type: none"> • Game day operations (pre- and post-game logistics including set-up of game equipment, acting as liaison with media partners, prepare roster print outs for announcer and broadcasters, communicate with team managers to obtain starters) • Input live game stats via Presto Sports statistics software • Use department camera to get live action photos • Compose live social media (Instagram, Facebook and Twitter) updates during athletic contests • Assist in the production of live video streaming of athletic contests • Planning and operation of conference, regional and/or national tournaments • Input scores, photos, statistics, stories and other information into SideArm Sports website • Compose game recap articles when necessary • Other duties as assigned
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Qualifications / Experience Required:	<ul style="list-style-type: none"> • Must be willing to work nights and weekends • A general understanding of sports is required • Excellent communication skills both verbal and written • Candidates must be organized, reliable, and punctual
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Internship Pay Rate	\$13.50
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