



2010 Nebraska Sports Council Internship Program

Thank you for your interest in attaining an internship with the Nebraska Sports Council. There are multiple internship openings available for the 2009–2010 year. With two major programs (*Cornhusker State Games and Live Healthy Nebraska*), the need for quality interns is great. Come join a young and energetic full-time staff and help conduct the only multi-sport & wellness organization in Nebraska and one of the largest of its kind in the United States.

The Nebraska Sports Council offers paid and non-paid internships, based on hours and workload, which offer excellent insight into the world of sport event management, health and wellness, and marketing/media relations. Selected interns have the opportunity to earn college credit as well as the experience necessary to compete for positions in these industries.

HOW TO APPLY

Send a resume, including a cover letter, outlining why you want to work with the NSC and what qualities/skills/attributes you possess. Indicate which internship position you are interested in. Submit resume and cover letter by the suggested deadline date. Internships fill up fast, so don't delay. **Send PDF of resume and cover letter via EMAIL ONLY to: sash@nebraskasportscouncil.com**

INTERVIEW PROCESS

The NSC staff will conduct interviews at the NSC headquarters in Lincoln. Phone interviews for out of state interviewees will be conducted as needed. NSC is an Equal Opportunity Employer.

The following pages contain general internship information followed by a description of each position and should help you in determining the type of internship that suits you and your needs. (Dates are somewhat flexible.)





Office Operations Intern

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of June.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Business Administration, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the Occasio and Vipa Solutions system developed for the NSC. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Office Manager on all office operation issues including data entry, entry filing, athlete packet distribution and souvenir sales. Will also work with event committees and management of sport databases. Help with miscellaneous activities during Opening Ceremonies of the Cornhusker State Games.



Sport Operations Intern

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of June.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the Occasio and Vipa Solutions system developed for the NSC. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Operations on all competition issues including data entry, customer service, mailings and volunteer recruitment/supervision.

Work with each Sport Director to determine equipment and volunteer needs such as volunteer shirts and lunches; medals; banners; sport director gifts. Distribute and take inventory of all equipment. Help with athlete packet distribution. Help with miscellaneous activities during Opening Ceremonies of the Cornhusker State Games. Assist with miscellaneous competition duties as needed.



Media Relations Intern

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of June.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Journalism or a related field.

Must be highly organized and detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel, PhotoShop as well as possess the ability to learn the Occasio and Vipa Solutions system developed for the NSC. Must have good digital camera operation skills. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Executive Director on all media relation issues including press release writing, athlete research for community feature articles, competition result distribution to newspapers and the Associated Press. Help with miscellaneous activities during the Cornhusker State Games.



Live Healthy Nebraska Intern

STATUS

Part-time internships available. Stipend negotiable based on hours.
Interns are needed in the Fall and Spring Semester.

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Health/Fitness or Nutrition related fields. Must be highly organized, detail oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the Vipa Solutions system developed for the NSC. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the NSC Director of Operations on all program issues including promotion, research, production, data entry, customer service, mailings and volunteer recruitment/supervision. Work with community coordinators to promote the program statewide. Help with packet distribution. Assist with miscellaneous duties as needed.



Marketing Intern Team (Four Positions Available)

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of June.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Marketing, Advertising or related fields. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the Vipa Solutions system developed for the NSC. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Communication and Development and the Director of Operations along with the Sport Directors to promote sports and recruit athletes. Develop marketing strategies to promote individual sports by identifying target audience. Assist with miscellaneous duties as needed.



Graphic Design Intern

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of June.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Graphic Design or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be efficient in Adobe InDesign, Adobe Illustrator, Adobe PhotoShop as well as Microsoft Word, Microsoft Excel and possess the ability to learn the Vipa Solutions system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Creative Services, Director of Operations and the Marketing Intern Team to help produce promotional materials for the Cornhusker State Games. Assist with miscellaneous duties as needed.