



2007 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 2006-2007 year. With three major programs (Cornhusker State Games, N-Lighten Nebraska and NSC Racing), the need for quality interns is a must. Come join a young and energetic full-time staff and help conduct the only multi-sport 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, graphic design and publication production, 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 to: Nebraska Sports Council
Attn: Dave Mlnarik
P.O. Box 29366
Lincoln, NE 68529

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.)





CSG Sport Operations Intern

STATUS

Paid full-time internship. \$400 per month
Start at the end of the Spring Semester.
Finish at the end of July.
40-plus hours per week.



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 manage Quadrant Interns and assist them with venue needs. Help with athlete packet distribution. Assist with miscellaneous competition duties as needed.





CSG Office Operations Intern

STATUS

Paid full-time internship. \$400 per month
Start at the end of the Spring Semester.
Finish at the end of July.
40-plus hours per week.



QUALIFICATIONS / SKILLS:

Junior or Senior-level college student majoring in Business Administration, Sport Management 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 as well as possess the ability to learn the Occasio and Vipa Solutions system developed for the CSG. 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 Administration 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.





Sport Quadrant Intern (Four positions available)

STATUS

Non-paid internship.

DESCRIPTION

We have split the City of Lincoln into four quadrants and will assign each Sport Quadrant Intern one quadrant. The intern will be responsible for on site set up and assistance to each sport director of each facility in their assigned quadrant. The intern will travel between sites during competition times and will troubleshoot as well as report competition updates to the CSG headquarters.

QUALIFICATIONS / SKILLS:

Junior or Senior-level college student majoring in Sports Management 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 and possess the ability to learn the Occasio and Vipa Solutions system developed for the CSG. 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 and Sport Operations Intern on all competition issues. Work with each sport director to determine equipment and volunteer needs such as volunteer shirts and lunches; medals; banners; sport director gifts. Assist with distribution and take inventory of all equipment. Assist with all venue needs. Assist with miscellaneous competition duties as needed.





Media Relations Intern

STATUS

Paid full-time internship. \$400 per month

Start at the end of the Spring Semester.

Finish at the end of July.

40-plus hours per week.

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, Photo Shop as well as possess the ability to learn the Occasio and Vipa Solutions system developed for the CSG. 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.





Graphics and Art Production Intern

STATUS

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

QUALIFICATIONS / SKILLS:

Junior or Senior-level college student majoring in Graphic Arts / Marketing or a related field. Must be highly creative, organized and detail oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word, Illustrator, Photo Shop and other related graphics programs. 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 and Director of Operations on all graphics and publication issues including logo and shirt designs for multiple programs, and production on the NSC Yearbook that encompasses all NSC programs and is distributed to all participants, volunteers and sponsors.





N-Lighten Nebraska Intern



STATUS

Part-time internships available. Stipend negotiable based on hours. Internships 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 and 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 Executive Director and 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.





NSC Racing Intern



STATUS

Part-time internships available. Stipend negotiable based on hours. Internships are needed at all times of the year to help conduct monthly endurance races.

QUALIFICATIONS / SKILLS:

Junior or Senior-level college student majoring in Sports Management or related fields. 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 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. Must be knowledgeable in the field of Adventure Racing and multi-sport endurance sports. Biking and running knowledge a must.

RESPONSIBILITIES:

Duties are not limited to the following descriptions.

Work closely with the Race Director and Director of Operations on all program issues including promotion, research, production, data entry, customer service, mailings and volunteer recruitment/supervision. Help with course set up and packet distribution. Assist with miscellaneous duties as needed.

