

Position	Intern Position with Athletics, Student Life and Campus Events (Unpaid)
Position Condition	Limited Three Month Position (up to 40 hrs/wk)
Application Deadline	Position open until filled
Start Date	August 10, 2009
Location	Dakota County Technical College, Main Campus in Rosemount
Responsibilities	<p>Athletic and Campus Event Management</p> <p>The intern will assist coaches and the Athletic Director with the daily management, preparation for and events held in conjunction with the DCTC athletic program. This position will also organize and implement a small college intramural program to include scheduling, overseeing and managing a safe and pleasant atmosphere for intramural participants. Position will also liaison between the city and college in providing information and promoting community opportunities with campus groups. This includes but not limited to: scheduling all athletic facilities; game/event management responsibilities for sports, paperwork and invoices for, officials, scorekeepers, students and staff; outside event rentals; and supervision of event staff and volunteers. This intern will also assist with project and athletic facilities management.</p>
Qualifications	To be eligible for an Internship, you must be a student at an accredited educational institution, enrolled in a formal degree program, and your advisor must certify that you will either receive academic credit or fulfill an academic requirement. The signature of a sponsoring academic instructor is required prior to beginning an Internship. Must be Senior level or higher in a bachelor's degree program specific to sport management; thorough knowledge of college sport settings and regulations; excellent organizational, communication and administrative skills.
Preferred Qualifications	Related experience, previous facility management and event operations experience.
Notice	<i>In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
Salary	Internship is unpaid.
How to Apply	<p>Submit your online application and supporting information to the powerHR website at http://appgo1.outtech.com/hr/dctc.jsp</p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p> <p>Note: The browsers supported by powerHR are Firefox for MAC and Internet Explorer for PC. There are links at the bottom of the site to download these browsers, if needed. The system will not work properly unless these browsers are used.</p>

*Dakota County Technical College is
An Affirmative Action/Equal Opportunity Employer/Educator
Women, minorities, and individuals with disabilities are encouraged to apply.*

This document can be made available in alternative format such as large print or Braille on request