University of Denver
Student-Athlete Support Services Internship Job Description

Student-Athlete Support Services (SASS) is committed to empowering student-athletes to take charge of their education and life by providing the tools and resources necessary to prepare for life roles. The SASS Staff works with coaches, administration, professors, students, sports medicine staff, strength and conditioning staff, and many more, to offer a big-picture approach in working with our student-athletes to ensure success across the many different aspects of the college experience. We encourage student-athletes to capitalize upon collegiate and athletic experiences as they become holistic persons.

Primary Duties, Tasks, and Responsibilities

- Assist in the day-to-day operations of the program as determined by the SASS staff
- Provide academic, professional, and athletic support for student-athletes, focusing on holistic development
- Participate in supervision, rules enforcement, tracking and reporting of study hall program
- Assist in the organization and distribution of textbooks for student-athletes
- Provide day-to-day support for the athletic tutoring program
- Gain experience in NCAA rules and regulations that guide academic support practices
- Develop potential programming around transition planning and life skills development
- Mentor student-athletes and peers on collegiate experience and utilizing campus resources

Qualifications and Skills

- Bachelor’s degree completed, with preference to individuals pursuing Master’s degree in relevant field
- Individual motivation and willingness to demonstrate initiative
- Excellent communications skills, both written and oral
- Ability to handle confidential information with discretion and professionalism
- Interest in intercollegiate athletics, the NCAA, currents issues pertaining to student-athletes
- Ability to work well within a team
- Preference to individuals with previous advising experience or desire to seek full-time employment in athletic support services field

This is a paid internship. This position requires a minimum of 15-20 hours per week with one academic year commitment (excluding summer), having the potential to extend into a second year. For further information or questions please contact Cindi Nagai, Associate Director of Student Athlete Support Services/Senior Woman’s Administrator @ cnagai@du.edu or 303.871.4532.

COMPENSATION for the position is $15,000 paid over 9 months (fall, winter, spring quarters.) Deadline to apply is August 14, 2015. Preference will be given to students pursuing an MA in the Higher Education program at MCE.