

Athletics Facilities Intern, University of Delaware Department of Athletics and Recreation Services

(1 position available starting 07/01/2022, ending 06/30/2023. \$14 hourly, 20-25 hours a week)

University of Delaware

Newark, DE

Context of Job:

The Athletic Facilities Intern, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Achieving Excellence Together.”

The Facilities Intern position will report to the Director of Athletic Facilities.

This position will assist with the day-to-day operation, maintenance, and upkeep of all indoor & outdoor athletic facilities. This includes regular inspection of all office spaces, meeting rooms, common areas, workout spaces, gyms, locker rooms, press box areas, and fields. This position will perform these inspections, report any issues/concerns to the appropriate parties, and/or assist with repairs or replacement of items as necessary. This position will also assist in keeping all facilities clean and being presented in the best possible condition at all times.

In addition, this position will assist with the coordination of setup & breakdown of athletic facilities, both related to day-to-day operations as well as for varsity & special event execution.

This position will track inventory of facility related equipment and manage asset requests from athletic coaches & staff. This position will keep track of equipment we have for each staff member as well as each program (make, model, # of items, etc) to ensure efficiency when we need to repair or replace facility or training related equipment. This position will also be tasked with monitoring all athletic equipment and ensuring items are stored safely and securely.

Finally, this position will serve in a secondary report role for athletic competitions, external & internal events when needed.

Hours for this position are flexible, but looking for someone to work 20-25 hours during the week plus six Football games (Saturdays) in the Fall.

Minimum Qualifications:

- Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
- Excellent interpersonal skills.
- Ability to prioritize multiple projects.
- Effective time management skills.

- Excellent communication skills.
- Ability to handle information in a confidential, objective and professional manner.
- Able to lift 25 pounds
- Graduated with a Bachelor's Degree or higher on or before July 1, 2022

To apply for this position, send your cover letter and resume too: Donny Cox at coxd@udel.edu

Equal Employment Opportunity

Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>