

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

(1 position available starting as soon as possible, ending 5/31/22. \$12 hourly, 28 hours a week)

University of Delaware

Newark, DE

Context of Job:

The Events & 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 “Inspiring Greatness Together.”

The Events & Facilities Intern is responsible for assisting in all aspects of the event operations and facility functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware which includes:

Event Management Responsibilities

- Event Manager for athletic competitions, external and internal events.
- Manage all aspects of the event from planning and logistics to event implementation of staffing plans, collaboration with various units within athletics, the University and external clients.
- Coordination of planning meetings with all involved personnel, custodial, grounds, electric, electronics, plumbing, UDPD, CSC, LAZ, UDECU/EMS to plan all logistical aspects of the event, compile and distribute pre-event sheets.
- Track equipment and asset requests during the planning phase to ensure there are enough assets in inventory or the need to rent and/or purchase additional resources for each event.
- Manage the set-up for each event to follow the specifications set forth via facility event diagrams and pre-event meeting notes.
- Manage the client’s requests and expectations during their event.
- Communicate all changes to the event with department and University staff when needed.
- Manage the breakdown and cleanup of the event and facility
- Responsible for gathering information for all the groups associated with the event to complete the post-event notes.
- Serve in a secondary support role for athletic competitions, external and internal events.
- Other duties as assigned.

Facility Management Responsibilities

- Responsible for performing daily facility checks in all locations as assigned and reporting maintenance issues to the manager of the facility.
- Assist with the maintenance and repairs of equipment and facilities as needed.

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.

To apply for this position, send your cover letter and resume to Danny Neeson at dneeson@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>