



## University of Delaware Student-Athlete Success Intern

Applications are being accepted for an internship position within the Student-Athlete Success Team at the University of Delaware. The Student-Athlete Success Team (SST) is a comprehensive program of academic support services, life skills and leadership development, and career readiness, designed to assist student-athletes in making the best possible academic, personal, and professional adjustment to collegiate life. SST strives to make student services such as career counseling, tutoring, academic planning and leadership development, more accessible to student-athletes.

### **Primary Duties and Responsibilities:**

This employment opportunity is designed to provide a holistic and hands-on experience working with student-athletes and prepare individuals for full-time employment in multiple areas of student-athlete support services. Part of the intern's role will be working closely with the Senior Associate AD, Student-Athlete Leadership Development and doing the following tasks: event planning support for annual student-athlete events; Building Leaders Utilizing Education (BLUE) program support; student-athlete success team support functions (tracking on student-athlete awards and nominations, event creation and registration management). The intern may also work closely with the Director of Career Readiness and will include the following tasks: meet with undergraduate student-athletes during drop-in hours to review resumes, cover letters, LinkedIn profiles, interview prep strategies, and answer general career questions; follow procedure to review and approve student-athlete resumes in Handshake; facilitate career readiness and mentoring events alongside career readiness team; conduct student-athlete and alumni outreach regarding data collection for career outcomes and experiential learning opportunities. The intern will also have opportunities to assist academic staff with academic advising and monitoring for an assigned caseload; assist in oversight of academic space for study hall in the Whitney Athletic Center and complete other departmental projects as assigned.

### **Qualifications:**

A Bachelor's degree is a required minimum. Preference will be given to those with a Master's degree or in a current master's program in a related field such as Higher Education Administration/Student Affairs, Counseling, Education, Social Work, and Sport Administration. Preference is also given to applicants possessing experience working in athletic academic support departments and directly with student-athletes in an academic capacity. Applicants must have strong communication skills, high levels of attention to detail and organization, and the ability to adhere to NCAA and FERPA regulations.

### **Additional Information:**

The Intern will be paid a competitive hourly wage commensurate with experience and educational background. The hourly wage schedule will consist of approximately a 30-hour work week. The Intern must be available to work flexible hours that will include evenings and possible weekends. The expected start date will be sometime in August 2023, with the internship concluding at the end of May 2024.

### **To apply:**

Reviewing of application materials will begin on July 17, 2023. Resume review will begin immediately thereafter and continue until the position is filled. Submit a cover letter, resume, and list of three references to Grace Hnizdil at [ghnizdil@udel.edu](mailto:ghnizdil@udel.edu).

Employment offers will be conditioned 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 and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>