

JOB ANNOUNCEMENT

Florida Memorial University (FMU) is accepting applications from candidates for the 2019-20 **INTERNSHIP PROGRAM** within the athletics department. The position is based in Miami Gardens, FL. These positions are assigned to various departments. While there are some similarities in these departments, most of our positions differ in their responsibilities and time commitments. Please choose the program(s) which interest you the most.

Responsibilities will include providing support to the university's athletics department: research and development, handling information requests and performing logistics and operational roles. Administrative duties comprise of preparing correspondence, receiving visitors, and scheduling meetings for the department. The internship program is available year-round, and opportunities include the following:

- Compliance Intern
- Events & Logistics Intern
- Equipment Support Intern
- Game Day Operations
- Partnerships Sales Intern
- Sports Information Intern
- Student Athletic Trainer
- Team Operations Intern

This is an excellent opportunity for applicants who desire to make a career in higher education and athletics, to gain experience working in numerous sports and entertainment venues. Candidates should be highly motivated, well organized, and possess excellent written and verbal communications. Please note this is an **UNPAID** position for field experience. The candidate must demonstrate the ability to manage, prioritize and bring to completion multiple projects. Local travel is required, and candidates are responsible for their own transportation. Proficiency in MS Office Suite, as well as familiarity with National Association of Intercollegiate Athletics (NAIA) and The SUN Conference governing rules. Extensive hours and weekends will be required at times.

To Apply

Qualified applicants are asked to [APPLY HERE](#)

Individuals will not be considered if the application is not filled out entirely with required documents (cover letter of interest, curriculum vitae, and certifications.)

Supplemental Information

In addition to the completed application, candidates must complete background screening, provide reference checks and interview. Additional inquiries must reference ***Athletics Internship*** in the subject line of your email to hr@fmuniv.edu. Review of application materials will begin ASAP and will continue until the position is filled. **No phone calls please.**

Florida Memorial University is an Equal Employment Opportunity Employer.