



The University of Toledo Athletic Department Athletic Development

Internships available in the Fall, Spring & Summer semesters!

The University of Toledo Athletic Department invites applications for an Athletic Development Graduate Assistant position within the UToledo Athletic Department. Athletic Development is part of the external affairs branch of the athletic department.

Applicants should have the desire to pursue a career in ***sports and/or business administration, marketing, communications, leadership or a related field***. Marketing, sales, business and sports administration/sport management majors are preferred. Candidates should have excellent communication skills (oral and written) and enjoy working in a people oriented setting. Proficiency in Microsoft Word and Excel is advantageous. Prior work experience is preferred; additional training is available if candidate displays a strong work ethic and willingness to learn.

Athletic Development Internship

Duties include but are not limited to:

- Managing special events, game day operations, and the everyday operation of the department during football and basketball seasons
- Assisting with special fundraising events (e.g. Varsity 'T' Hall of Fame, Reverse Raffle fundraiser, golf outings, alumni events, etc.) in preparation and execution capacities
- Coordinating game day suite, premium seating, and Grogan Room services
- Tracking booster and group memberships while assisting with gift processing to increase involvement
- Distributing schedule cards, posters, and brochures throughout our facilities to promote our department
- Identify and update personal information in our database for alumni and letterwinners
- Aid with implementation of strategies to increase attendance at home events
- Assist with the identification, cultivation and solicitation of prospects for annual gifts to the Rocket Fund, Varsity T Club, and Downtown Coaches Association
- Work closely with marketing areas as mentioned above

*We currently offer **full time, part time and game day only internships.***

To apply, submit a resume and cover letter to our Athletic Development Graduate Assistant, Zane Collier, at Zane.Collier@utoledo.edu or, call (419) 530-5087 to set up a meeting.

***Internship schedule can be arranged around student class schedule.**

Athletic Development Office

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