

The University of Texas at San Antonio

Job Description

Job Title: Athletic Intern
Code: 13544
Salary Grade: 52
FLSA Status: Non Exempt
Department/Division: Intercollegiate Athletics
Reports To: Assistant or Associate Athletic Director

Summary

- Function: To assist Athletic Directors in the areas of Marketing, Football or Sports Medicine.
- Scope: Assist in the fulfillment of corporate sponsorships, selling, and advertising for media outlets, or assist in the prevention, emergency care and rehabilitation of athletic injuries.

Duties

- Typical:
Duties may include one or more of the following based on area of concentration:
 1. Assist in implementing trade-out agreements with local businesses
 2. Assist with annual season ticket drives.
 3. Assist in pre-practice preparations and treatments.
 4. Attend athletic practices and assist in rendering aid to treat athletic injuries.
 5. Performs other duties as assigned.
- Periodic:
 1. Assists with pre-participation physicals
 2. Assist with seasonal ticket campaigns and selling advertising programs.

Education

Required	Preferred
Bachelor's degree in a related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
For Sports Medicine: BOC Certification or eligible to sit for exam and clinical rotations in the college setting.	BOC Certified.
For Marketing: One year of applicable experience.	Applicable experience in athletic marketing.
For Football: One year experience working in a football capacity.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A
Tools and equipment used in the prevention and treatment of athletic injuries.	

Working Conditions

Usual	Special
Normal office or training environment.	Position requires evening and weekend hours.

Supervision

Received	Given
Direct from immediate supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
