

**Marketing/Public Relations Internship**

**Position Description:**  The marketing/PR intern is responsible for assisting in the creative efforts of the University Recreation department. The marketing intern will report to the Assistant Director for Marketing and Public Relations in an effort to create marketing content for departmental campaigns, programs, and social media.

**Specific Responsibilities:**

* Develop creative ideas and concepts for comprehensive marketing events, campaigns and associated materials
* Assist in the design of marketing materials and resources
* Take a creative role in developing concepts for content creation and campus outreach
* Assist in managing departmental social media accounts

**Essential Skills:**

* Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision
* Attention to detail and willingness to learn
* Ability to collaborate with University Recreation professional staff, various campus organizations and departments, and sponsors.
* Social Media management and strategy experience

**Minimum Qualifications:**

* Current University of Arkansas student

**Preferred Qualifications:**

* Experience with Photography/videography
* Experience in Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premiere Pro)

**Skills Obtained:**

* Project management
* Ability to express ideas and concepts clearly
* Approach a problem independently

**Work Schedule & Compensation:**

* 16 week internship in Spring 2020 at 10-12 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; unpaid

**Supervision:**This position is supervised by the Assistant Director of Marketing/Public Relations in UREC.

**Application Process:**Applicants must provide a resume and a writing example to Lindsay Smith at [ltlarso@uark.edu](mailto:ltlarso@uark.edu). Open until filled.



**Inclusive Recreation Intern**

**Position Description:** The Inclusive Recreation Intern will work with a Fitness Wellness graduate assistant to facilitate weekly group fitness classes for LifeStyles students. The intern will also be responsible for facilitating weekly wheelchair basketball games throughout the entire duration of the program (full semester/year depending on intern’s requirement). Responsibilities include ensuring appropriate usage and storage of all equipment utilized during inclusive recreation activities. The individual will be expected, and required, to provide a welcoming, inclusive, safe and enjoyable, service-oriented environment for inclusive recreation participants at all times.

**Specific Responsibilities:**

* Assist with class programming and instruction for LifeStyles students.
* Coordination and facilitation of weekly wheelchair basketball games.
* Obtain/possess a current Pediatric & Adult First Aid, CPR and AED certification.
* Prioritize the safety and wellbeing of all participants.
* Monitor the appearance and safety of equipment and take appropriate communicative action when needed.
* Assess and properly respond to risk management issues included but not limited to health or facility emergencies, worn/broken equipment, injuries, accidents, or disruptive behavior.
* Report and document all emergency/injury situations to the supervisor/graduate assistant/assistant director.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Preferred Qualifications:**

* **Experience working with individuals with mental, intellectual and/or physical** disabilities

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
* Required criminal background check (if graduate student)
* Required sex offender registry check (if graduate student)

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Standing long periods of time
* Stooping
* Crouching
* Lifting heavy objects
* Pushing
* Jumping
* Hopping
* Spotting active lifting
* Running

**Skills Obtained:**

* Critical thinking/Problem solving
* Teamwork/Collaboration
* Written communication
* Verbal communication
* Leadership
* Analytical skills
* Initiative
* Flexibility/adaptability
* Interpersonal skills
* Responsibility, dependability, accountability
* Planning, organizing, prioritizing
* Customer service
* Influencing and/or selling to others
* Conflict management
* Strong work ethic
* Creative thinking

**Work Schedule & Compensation:**

* 16 weeks in Fall 2019 at a minimum of 4 hours per week; 9-11am Wednesday, 4:30-6:30pm Wednesday

**Supervision:** This position is supervised by the Assistant Director of Fitness &Wellness and Assistant Director of Club & Intramural Sports in UREC.

**Application Process:** Applicants must apply via email with their resume, cover letter, contact information for three references (name, email, and position title), and expressing they are able to perform the essential functions of the job (minimum qualifications and physical activities associated with the position) to Casey Fant cfant@uark.edu and Jonathan Elliott jelliott@uark.edu. Open until filled.



**Intramural Sports Intern**

**Position Description:** The Intramural Sports Intern will assist in the administration and management of all operational and programming aspects of the Intramural Sports program. Interns will receive a comprehensive experience of the program.

**Specific Responsibilities:**

* Assist with the functional and administrative responsibility of the Intramural Sports program
* Develop, update, and maintain program data and information
* Assist in recruiting, training, evaluating, and supervision of student officials
* Plan and implement Intramural Sports programs, services, and special events
* Attend, audit, and supervise programming based on individual and programmatic needs
* Assist in marketing plan for the Intramural Sports program
* Oversee the inventory of sports equipment and apparel
* Follow all departmental and program policies
* Additional duties as assigned

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Preferred Qualifications:**

* General sport specific knowledge
* Excellent written and verbal communication
* Comfortability with a varied and adaptive pace of programming

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
* Required criminal background check (if graduate student)
* Required sex offender registry check (if graduate student)

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Standing, light running, reaching, walking, pushing, pulling, lifting, talking, hearing

**Skills Obtained:**

* Critical thinking/Problem-solving, teamwork/collaboration, written communication, verbal communication, analytical skills, initiative, flexibility/adaptability, interpersonal skills, responsibility, dependability, accountability, planning, organizing, prioritizing, customer service, conflict management, strong work ethic, obtaining and processing important information, creative thinking

**Work Schedule & Compensation:**

* 16 weeks (Fall 2019 semester), at 10 hours minimum per week; variable schedule that may include morning, evening, weekend, and holiday shifts

**Supervision:** This position is supervised by the Assistant Director of Intramural and Club Sports in UREC.

**Application Process:** Applicants must apply via email with their resume, cover letter, contact information for three references (name, email, and position title), and expressing they are able to perform the essential functions of the job (minimum qualifications and physical activities associated with the position) to Jonathan Elliott, Assistant Director of Intramural and Club Sports, at jelliott@uark.edu. Open until filled. Start date is August 26, 2019.