

## **Sports Outreach Internship**

### Institutional Advancement

*Description:*

The Sports Outreach student intern will assist and work in partnership with Highline College Outreach on the planning and promotion of Highline College through sports events, maintaining potential student records, and completing basic office support functions. Some weekend work is required.

*Intern duties include:*

- Support Outreach team and events such as the annual Soccer tournaments, Unified Sports events, Campus visits, among others.
- Develop and promote content for Sports Outreach Facebook page and website
- Assist with creation of alumni profiles and website content.
- Serve as the liaison between the Associated Students of Highline College (student government) and Sports Outreach.
- Other duties as assigned.

*Required skills:*

- Microsoft Word, Excel & Outlook
- Facebook
- Organization Skills

*Term of Internship:*

10-15 hours per week; Fall Quarter 2015 (may be extended up to two additional quarters).

Note: This is a paid internship with \$9.47/hr.