

THE EUGENE D. SMITH LEADERSHIP INSTITUTE

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# Bucks Go Pro

Student-Athlete Summer Internship Program

1.0



SUMMER 2021



# Participating Departments:

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# Athletic Communications

**Internship Title:** Communications Intern

**Major/ Career Field:** Communications, Public Relations, Marketing, Journalism, Creative Design

**Job Responsibilities:**

- 'Tell the story' of OSU Athletics, its student-athletes, coaches, staff, alumni and teams
- Create content for OhioStateBuckeyes.com and OSU programs' social media platforms
- Archive the history of Ohio State Athletics
- ID and edit images of OSU student-athletes, coaches and more
- Profile fellow student-athletes in multi-media

**Job Qualifications:**

- Writing skills
- Social media knowledge
- Time management skills
- Adobe product knowledge

**Department Contact:**

**Jerry Emig**

Associate AD, Communications

Email: [emig.2@osu.edu](mailto:emig.2@osu.edu)

<http://www.ohiostatebuckeyes.com/>

# Athletic's Compliance Office

**Internship Title:** Athletic Compliance Intern

**Major:** Sport Industry, Business, Higher Education

**Career Field:** Compliance Services, Risk Management, Legal Affairs

**Job Responsibilities:**

- Assist with creation of compliance education materials for staff, student-athletes, and coaches
- Develop a communication plan and content for the Ohio State Compliance twitter account
- Gain a familiarity with monitoring efforts and assist with various forms of monitoring the institution's adherence to NCAA rules
- Conduct research using the Legislative Services Database and NCAA manual
- Assist with other day to day compliance responsibilities

**Job Qualifications:**

- Excellent written and oral communication skills
- Detail oriented and organized
- The ability to multi-task and manage multiple projects

**Department Contact:**

**Dani Daluisio**

Assistant AD for Compliance

Email: **Daluisio.1@osu.edu**

<https://ohiostatebuckeyes.com/compliance/>

# Athletics Marketing

**Internship Title:** Marketing Intern

**Majors:** Marketing, Communications, Sports Administration

**Career Field:** Marketing, Advertising, Communications. Sports & Leisure Management

**Job Responsibilities:**

- The Marketing & Fan Experience Department focuses on two main pillars; Marketing, as it pertains to fan attendance at Ohio State Athletic events, as well as Fan Experience, the in-game activities and promotions that exist to create a great atmosphere and experience for fans in attendance. The ideal candidate has interest in marketing & advertising and would enjoy a position where no day is the same. Creativity a must. Will collaborate with Graphic Design and Digital Media Departments.

## Department Contact:

**Caleb Clark**

Director of Marketing

Email: [Clark.1365@osu.edu](mailto:Clark.1365@osu.edu)

<https://ohiostatebuckeyes.com/>

# Athletic Training

**Internship Title:** Athletic Training Intern

**Major/ Career Field:** Pre-Athletic Training, Pre-Physical Training, Athletic Training

**Job Responsibilities:**

- Learn about basic day-to-day responsibilities and duties of a Division I Intercollegiate Athletic Trainer
- Assist with daily operations of medical facility management
- Complete various administrative projects as assigned
- Assist with OSU Summer Sports Camps registration when needed
- Assist in distribution, collection, and storage of medical supplies
- Effectively communicate and Network with Athletic Training Staff

**Job Qualifications:**

- Interest in pursuing entry level Master's Degree in Athletic Training
- Ability to effectively interact with full time Athletic Trainers and intern Athletic Trainers
- Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems
- Comply with privacy laws such as HIPAA and FERPA
- Preferred: general understanding of basic Anatomy and Physiology

**Department Contact:**

**Nathan Quebedeaux**

Assistant Athletic Trainer

Email: [quebedeaux.2@osu.edu](mailto:quebedeaux.2@osu.edu)

<https://ohiostatebuckeyes.com/athletic-training/>

# Buckeye Leadership Fellows

**Internship Title:** BLF Intern

**Major:** Marketing, Logistics

**Career Field:** Marketing, Communications, Tourism Management, Event Planning

**Job Responsibilities:**

- Plan (along with other student employees and Student Life staff) the Office of Student Life's Buckeye Bus in collaboration with the President's State Tour
- This will include event planning, marketing, logistics, execution and tour wrap-up
- Coordinate tours, events and service projects that engage with the local community, while learning about the land-grant mission of Ohio State

**Job Qualifications:**

- Excellent written and oral communication skills
- Detail oriented and organized
- The ability to multi-task and manage multiple projects

## Department Contact:

**Robert Jech**

Director

Email: [jech.2@osu.edu](mailto:jech.2@osu.edu)

<https://blf.osu.edu/>

# Business Office

**Internship Title:** Business Office Intern

**Major:** Accounting, Finance, Economics

**Career Field:** Accounting, Finance, Economics, Sports & Entertainment

**Job Responsibilities:**

- Purchasing card reallocation & approvals
- Sport camps accounting
- Assist with Workday transition
- Assist with department checks
- Assist with asset and inventory management
- Assist with year-end close

**Job Qualifications:**

- 2-3 of any combination of Accounting, Finance and /or Economics classes
- Strong communication and organization skills
- Microsoft Excel experience

## Department Contact:

**Wendy Rohaly**

Associate AD, Finance, Assistant GM, Schottenstein Center

Email: [rohaly.4@osu.edu](mailto:rohaly.4@osu.edu)

<https://www.schottensteincenter.com/events/buckeyes>



# Center for Innovation Services

**Internship Title:** Center for Innovation Intern

**Major:** All majors preferred

**Career Field:** Business, Venture Capital, Founder/CEO, Private Equity, etc.

**Job Responsibilities:**

- Work within a team of innovative students
- Interview customers to obtain insights
- Build early-stage prototypes
- Create business models
- Develop innovative solutions for sponsors

**Job Qualifications:**

- Outgoing Nature
- Communication
- Entrepreneurial Minded

## Department Contact:

**Christian Lampasso**

Program Manager, Center for Innovation Strategies

Email: [lampasso.1@osu.edu](mailto:lampasso.1@osu.edu)

<https://fisher.osu.edu/centers-partnerships/center-innovation-strategies>

# Corporate Engagement

**Internship Title:** Corporate Engagement Intern

**Major:** All Majors

**Career Field:** Communication, Public Relations, Development

**Job Responsibilities:**

- Creating a menu of regional events and meetings that leaders at the Corporate Engagement Office should be aware of
- Supporting relationship management activities of the office's corporate relationship managers
- Support relationship management activities of the office's relationship managers
- Collect and present economic impact information
- Participate in special projects as identified and assigned by supervisor

**Job Qualifications:**

- Self-starter with solid organizational skills
- Ability to manage various tasks and projects
- Strong communication skills, especially written.
- Ability to establish and maintain effective working relationships with others
- Experience using Microsoft Excel, Work, and Outlook.

**Department Contact:**

**Eddie Pauline**

Director, Economic Engagement

Email: [pauline.2@osu.edu](mailto:pauline.2@osu.edu)

<https://ceo.osu.edu/>

# Development

**Internship Title:** Development Intern

**Major:** Business Administration and Management, Communication, Fundraising

**Career Field:** Fundraising, Donor Relations, Marketing, Public Relations

**Job Responsibilities:**

- Develop/execute communication plan for Thank You Week
- Collect and collate “What It Means To Be A Buckeye” stories
- Create Student Buckeye Club engagement strategy
- Produce Bucks Go Pro stewardship piece
- Assist with creation of communication material

**Job Qualifications:**

- Communication Skills (i.e. writing, editing, etc.)
- Marketing/social media coordination
- Creative problem solving
- Design/video production

**Department Contact:**

**Ben Waite**

Director, Buckeye Club

Email: [waite.51@osu.edu](mailto:waite.51@osu.edu)

<http://buckeyeclub.org/>

# Digital Media

**Internship Title:** Digital Media Intern

**Major:** Communications, Marketing, Sport Industry

**Career Field:** Digital Media, Communications, Public Relations, Marketing, Social Media

**Job Responsibilities:**

- Manage and monitor social media accounts during office hour shifts
- Edit and build graphics used on social media
- Update and build webpages using CMS
- Brainstorm trends and create content used on Athletics and Brutus Buckeye accounts (TikTok, Instagram, Facebook, Twitter, Pinterest and YouTube)
- Schedule posts for Facebook, Twitter and Instagram
- Event Coverage
- Video editing preferred
- Gain working knowledge of University and Athletics social media policy

**Job Qualifications:**

- Knowledge of basic social media platforms (Facebook, Twitter and Instagram)
- Basic Photoshop knowledge or willingness to learn
- Creative Individual
- Strong written and verbal communication skills

**Department Contact:**

**Monique Bowman**

Assistant Director, Digital Media

Email: [Bowman.953@osu.edu](mailto:Bowman.953@osu.edu)

<https://ohiostatebuckeyes.com/>

# Distance Learning & eLearning

**Internship Title:** Communications Intern

**Major:** Education, Psychology

**Career Field:** Marketing, Communications, Education

**Job Responsibilities:**

- Blog post creation and storytelling
- Social media writing and implementation
- Data synthesis and management
- Collaborative work with full-time staff members on communications campaigns
- If the intern demonstrates interest, assignments can also include graphic design

**Job Qualifications:**

- Writing skills
- Social media knowledge
- Data Synthesis
- Adobe product knowledge

## Department Contact:

**Grace Buchholz**

Marketing & Communications Lead

Email: [buchholz.41@osu.edu](mailto:buchholz.41@osu.edu)

<https://odee.osu.edu/>

# Eugene D. Smith Leadership Institute

**Internship Title:** The Institute External Intern

**Major:** Sport Industry, Marketing, Communications or any Business Major

**Career Field:** Student-Athlete Development, Collegiate Athletics, Professional Athletics

**Job Responsibilities:**

- Assist in creating Executive summaries on The Institute's programming
- Attend and execute The Institute's events
- Benchmark student-athlete development programming across other comparable universities
- Create personal materials from athletes that can be sent to donors and corporate partners engaged in The Institute
- Create a deliverable that will be presented to The Institute staff on a new program we should consider adding or revamp a current program

**Department Contact:**

**Madeline McIntyre**

Director of Student-Athlete Development

Email: **McIntyre.153@osu.edu**

**<https://ohiostatebuckeyes.com/>**

# IMG Marketing

**Internship Title:** Marketing Intern

**Major:** Marketing, Advertising, Sports Administration, Communications, Sports Industry

**Career Field:** Marketing, Advertising, Sports & Entertainment, Collegiate Athletics, Professional Sports

**Job Responsibilities:**

- Assistance with activation and fulfillment of sponsorships on game days
- Preparation of proposals/presentations using PowerPoint
- Market research
- Filing and data entry
- Use of proprietary company system to assist with creating reports and providing analysis
- Some direct communication with clients/partners

**Job Qualifications:**

- Must have a proficient knowledge of Microsoft Office Suite programs
- Must demonstrate excellent verbal and written communication skills
- Experience in a Customer Service, Sales, or Marketing related role is preferred

## Department Contact:

**Jordan Mills**

Associate General Manager

Email: [jordan.mills@OhioStateSportsProperties.com](mailto:jordan.mills@OhioStateSportsProperties.com)

<https://www.learfield.com/partner/ohio-state-sports-properties/>

# Ohio State University- MOVES LAB

**Internship Title:** Research Intern

**Majors:** Exercise Science, Sports Medicine, Biology

**Career Field:** Sports Performance, Exercise Science, Research, Human Performance

**Job Responsibilities:**

- MOVES Lab: focused on sports medicine research

## Department Contact:

**James Onate**

Associate Professor of Health & Rehabilitation Sciences

Email: [onate.2@osu.edu](mailto:onate.2@osu.edu)

<https://u.osu.edu/osumoveslab>



# Ohio State Wexner Medical- Nutrition Services

**Internship Title:** Community Outreach Intern

**Major:** Pre-Med, Healthcare, Biology

**Career Field:** Healthcare, Nutrition, Biology

**Job Responsibilities:**

- Applicant must be able to work independently, as well as with a large diverse team. Community service will be a focus this spring and summer. The WMC has agreed to lead the inaugural efforts for The Growing and Growth Collective with a community garden on the east side of Columbus. Duties may include supervision and direction of volunteers in the maintenance and care of community garden on the East side of Columbus. All PPE will be provided, and all volunteers will be expected to comply. This is a great opportunity to work with other city agencies, make a direct impact within the community as well as develop leadership skills, build long term relationships and be a part of this community transformation.

**Department Contact:**

**Jim Warner**

Program Director

Email: [jim.warner@osumc.edu](mailto:jim.warner@osumc.edu)

<https://wexnermedical.osu.edu/>

# Office of Legal Affairs

**Internship Title:** Legal Affairs Intern

**Major:** History, English, Political Science and Business majors, Pre-Law

**Career Field:** Attorney

**Job Responsibilities:**

- Conduct light legal and policy research and analysis for legal issues facing the University (since the BGP intern is still an undergrad, true legal research won't be expected)
- Communicate findings to lawyers in writing or verbally
- Draft memos, contracts, case summaries, reports, correspondence
- Perform research and analysis on topics important to the legal questions
- Attend depositions, trials, client meetings, site visits, arbitrations or mediations as they may occur during the summer
- Attend internal legal meetings as they may occur during the summer

**Job Qualifications:**

- Smart and personable – need good people skills
- Good communication skills – oral and written – as well as good listening skills
- Good research, investigative and analytical skills. Need the ability to persevere to find the answer.
- High integrity. Professional. Understands the need for confidentiality.

**Department Contact:**

**Julie Vannatta**

Senior Associate Athletic Director, Legal Services

Email: [vannatta.3@osu.edu](mailto:vannatta.3@osu.edu)

<https://legal.osu.edu/>

# Performance Nutrition - Athletics

**Internship Title:** Nutrition Intern

**Major:** Kinesiology, Exercise Science

**Career Field:** Performance Nutrition, Collegiate Nutrition, Professional Sports Nutrition

**Job Responsibilities:**

- Monitoring fuel zones (stocking, cleaning and athlete monitoring)
- Preparing snacks and post-practice fuel
- Create TV education for fuel zones
- Help to review and update Supplements and Functional Foods Tier System and Fact Sheets
- Help review and update Performance Nutrition Best Practice and Policy/Procedure manual

**Job Qualifications:**

- Pursuing a degree in nutrition (human or medical dietetics)
- Can be flexible with hours (early mornings, later evenings and possibly weekends)
- Prefer intern to have digital and technical knowledge – doesn't not have to be an expert but should be proficient

**Department Contact:**

**Sarah Wick**

Director of Sports Nutrition

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<https://ohiostatebuckeyes.com/>

# Sport Administration

**Internship Title:** Sport Administration Intern

**Major:** Sport Industry, Business Administration and Management, Communication

**Career Field:** Sport Administration

**Job Responsibilities:**

- Shadow the sport administrators as they work with various departments in preparation for the upcoming season
- Participate in NCAA, Big Ten and other conference administrative activities
- Review and update sport administration policies, procedures and documents
- Work closely with the sport administrators on ad hoc projects as assigned
- Assist in the planning of the All Student-Athlete meeting
- Accompany sport administrators to various meetings when appropriate
- Participate in ongoing professional development provided by the Athletic Department

**Department Contact:**

**Janine Oman**

Deputy Director of Athletics

Email: [oman.7@osu.edu](mailto:oman.7@osu.edu)

<https://ohiostatebuckeyes.com/>

# Sports Coaching

**Internship Title:** Operations Intern

**Major:** Sports Management

**Career Field:** Sports Administration, Coaching, Player Personnel

**Job Responsibilities:**

- Budget (Operating, Discretionary Account)
- Recruiting (Database, Inputting Recruits)
- Equipment (Order gear)
- Travel (Budget, Review/Organize Hotels, Reservations)
- Alumni (Stewardship, Organize/Thank Donors)
- Editing Film
- Working with Compliance Department
- Team Events
- Social Media

**Job Qualifications:**

- Good communication and supervisory skills
- Ability to make decisions under pressure
- Demonstrates organizational skills

**Department Contact:**

Melissa McGhee

[Mcghee.65@osu.edu](mailto:Mcghee.65@osu.edu)

# Student Life

**Internship Title:** Development Intern

**Major:** Higher Education, Psychology, Student Personnel Career

**Field:** Higher Education, Development, Events Planning

**Job Responsibilities:**

- Plan (along with other student employees and Student Life staff) the Office of Student Life's Buckeye Bus in collaboration with the President's State Tour
- This will include event planning, marketing, logistics, execution and tour wrap-up
- Coordinate tours, events and service projects that engage with the local community, while learning about the land-grant mission of Ohio State
- Interact with alumni, supporters, community members, local companies
- Gain insight on fundraising, alumni, and community engagement in the Office of Student Life by working on fundraising initiatives and stewardship
- Foster and maintain connections with alumni and friends in an effort to enhance the student experience at The Ohio State University

## Department Contact:

**Robert Jech**

Director

**Email: [Jech.2@osu.edu](mailto:Jech.2@osu.edu)**

**<https://studentlife.osu.edu/>**

# Sustainability

**Internship Title:** Sustainability Intern

**Major:** Business, Finance

**Career Field:** Sustainability

**Job Responsibilities:**

- 50% Work with facility staff on sustainability related projects and assessments
- 20% Assist with materials management of infrastructure audits, updates, and zero waste events
- 10% Research best practices for sustainability at universities and other relevant settings
- 10% Develop and provide training for staff, clients, guests, students, and visitors, as needed
- 10% Other administrative tasks as assigned

**Job Qualifications:**

- Experience coordinating, organizing, and implementing projects and programs
- Strong personal organizational skills with ability to handle multiple tasks in a team environment and to work independently and be detail oriented
- Experience in using computers; knowledge of Microsoft Office suite (Word, Power Point, and Excel) experience with internet use; ability to learn new software packages
- Excellent written and oral communication skills and ability to use various modern media tools

**Department Contact:**

**Mike Penner**

Executive Associate AD for Internal Operations

Email: [penner.2@osu.edu](mailto:penner.2@osu.edu)

<https://ohiostatebuckeyes.com/sustainability/>

# Ticket Office

**Internship Title:** Ticket Operations Intern

**Major:** Sales, Customer Service, Operations, Communication

**Career Field:** Ticket Sales

**Job Responsibilities:**

- Benchmark pricing and package options for all ticketed sports at comparable schools nationwide and provide recommendations for future planning
- Continue marketing efforts for our focus on mobile ticket adoption
- Analyze sales trends for multiple sports based on various factors
- Learn various aspects of ticketing (sales, operations, customer service, premium)

**Job Qualifications:**

- Ability to work on projects independently
- Familiarity with Excel or other similar programs
- Experience with analytical type projects is helpful

**Department Contact:**

**Kate Nushart**

Senior Director, Ticket Operations & Analytics

Email: [nushart.1@osu.edu](mailto:nushart.1@osu.edu)

<https://ohiostatebuckeyes.com/tickets/>



# Trademark & Licensing

**Internship Title:** Trademark & Licensing Intern

**Major:** Sports Marketing, Fashion Merchandising, Brand Marketing, Data Analytics, Finance or Legal

**Career Field:** Sports Marketing, Fashion Merchandising, Brand Marketing, Data Analytics, Finance or Legal

**Job Responsibilities:**

- Social media content creation
- Licensed promotionscalendar
- Retail merchandising strategies
- Licensing application processing
- IP Enforcement tracking
- Student merchandise branding education

**Job Qualifications:**

- Strong communication skills
- Computer Skills, Microsoft Word, Excel
- Undergrad interested in branding, marketing, sports, finance or law

**Department Contact:**

**Karen Dertinger**

Director of Ohio State Licensing Program

Email: [dertinger.5@osu.edu](mailto:dertinger.5@osu.edu)

<https://trademarklicensing.osu.edu/page/home>

## QUESTIONS?

### REGARDING BUCKS GO PRO 1.0



**MELISSA MCGHEE**

Director, Student-Athlete Development

[mcghee.65@osu.edu](mailto:mcghee.65@osu.edu)

### REGARDING BUCKS GO PRO 2.0



**MADDY MCINTYRE**

Director, Student-Athlete Development

[mcintyre.153@osu.edu](mailto:mcintyre.153@osu.edu)

### GENERAL



**KIMANI ROBINSON**

Program Manager,  
Student-Athlete Development

[robinson.2229@osu.edu](mailto:robinson.2229@osu.edu)



**MAKENA LYNCH**

Manager of Leadership Analytics

[lynch.400@osu.edu](mailto:lynch.400@osu.edu)

