

THE EUGENE D. SMITH LEADERSHIP INSTITUTE

Bucks Go Pro

Student-Athlete Summer Internship Program

1.0



SUMMER 2022

Job Descriptions



Participating Departments

Department of Athletics Internship Opportunities:

Athletic Communications
Athletic Training
Business Office
Camps
Compliance
Creative Services
Development
Digital Media
Eugene D. Smith Leadership Institute
Event Management
Golf Course
IT
LiFE Sports
Marketing
Nutrition
SPAWS
Sport Administration
Sport Operations
Strength & Conditioning
Ticket Office
Trademark & Licensing
Video Services

University & Wexner Medical Center Internship Opportunities:

Blackwell
Center for Entrepreneurship
Office of Compliance & Integrity
Office of Student Life
Wexner Medical Center (Jameson Crane)
Wexner Medical Center (Nutrition Patient Services)
Wexner Medical Center (Production Kitchen)

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

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

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

Camps

Internship Title: Camps & Clinic Intern

Major: Sport Industry, Business

Career Field: Sport Management

Job Responsibilities:

- Providing customer service and back end support for Ohio State Athletic Camps
- Paperwork and administrative tasks
- Assist with camp and clinic check in process
- Assist with collecting and processing payments and refunds
- Assist with inputting data into camp database

Job Qualifications:

- Strong time management
- Attention to detail
- Ability to work in fast paced environment
- Flexibility to work in evenings and weekends as needed

Compliance

Internship Title: Compliance Intern (Department of Athletics)

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

Creative Services

Internship Title: Creative Services Intern

Career Field: Graphic Design, Photography, Creative

Job Responsibilities:

The Creative Services intern is primarily focused on photography asset management. Responsibility would be to gather, organize, archive and potentially take photos to help consolidate organization of all photos.

Job Qualifications:

- Detail oriented and organized
- The ability to multi-task and manage multiple projects

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

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

Eugene D. Smith Leadership Institute

Internship Title: Eugene D. Smith Leadership Institute (EDSLI) Intern

Major: Sport Industry, Marketing, Communications or Business

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

Job Responsibilities:

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

Event Management

Internship Title: Event Management Intern

Major: Sport Industry, Hospitality Management

Career Field: Sport Management, Event Coordination

Job Responsibilities:

- Serve as game operations assistant during spring sporting events & championships
- On-site contact for clients during baseball rentals and other special events in athletic venues
- Assist with part-time staffing administrative tasks (scheduling staffing for events, coordinating hiring sessions, organizing payroll paperwork)
- Serve as on-site staffing assistant during large stadium special events (concerts)

Job Qualifications:

- Detail oriented
- Comfortable with being primary contact for clients during events
- Must have evening & weekend availability

Golf Course

Internship Title: Event Management Intern

Major: Sport Business, Hospitality Management

Career Field: Sport Management, Sport Operations

Job Responsibilities:

- Learning all areas of the golf operation
- Work with the outside staff helping members/guests
- Work with the restaurant staff helping members/guests
- Responsible for helping with minor projects•Work with the grounds staff learning golf course operations

Job Qualifications:

- Able to work flexible schedule
- Great communication skills
- Basic computer skills
- Ability to multi-task

IT

Internship Title: IT Intern

Career Field: Information Technology

Job Responsibilities:

- Getting computers/iPads/phones set up for new staff
- Troubleshooting hardware and software issues with clients
- Remoting into computers to troubleshoot technology issues
- Communicating directly to clients via phone & email
- Using web helpdesk to update, complete, troubleshoot tickets/technology issues

Job Qualifications:

- Willingness to learn
- Interest in technology
- Good customer service skills

LiFE Sports

Internship Title: LiFe Sports Intern

Majors: Education, Sport Management

Career Field: Information Technology

Job Responsibilities:

- Assist with office work preparing to welcome over 600 campers
- Assist with daily camp operations
- Willing to possibly teach, coach or lead a group of kids for a day as needed throughout the summer
- Assist with office working wrapping the camp

Job Qualifications:

- Relatability to our diverse at-risk campers and unique staff of college students and educators
- Desire to work with youth and assist with creating positive developmental outcomes
- Open mind to unique tasks and responsibilities

Marketing

Internship Title: Marketing Intern (Department of Athletics)

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.

Nutrition

Internship Title: Performance 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

Sports Psychology & Wellness Services (SPAWS)

Internship Title: SPAWS Intern

Major: Psychology

Career Field: Sports Psychology / Psychology

Job Responsibilities:

- Aid in development of cohort of student athletes to focus on peer to peer support
- Help brainstorm and create key topics for peer programming
- Further develop supporting elements and activities for peer programming as requested
- Administrative duties to support department as needed

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

Sport Operations

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

Strength & Conditioning

Internship Title: Strength & Conditioning Intern

Major: Exercise Science, Kinesiology

Career Field: Collegiate Strength & Conditioning Coach

Job Responsibilities:

- On the floor coaching
- Record keeping
- Data analysis
- Limited administrative duties
- Facility maintenance

Job Qualifications:

- Interest in becoming a Collegiate Strength and Conditioning Coach
- Interest in Sports Science
- Interest in Coaching

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

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 promotions calendar
- 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

Video

Internship Title: Video, Production Intern

Major: Communication, Video or Motion Studies

Career Field: Video Production and/or Broadcasting

Job Responsibilities:

- Shoot Live Events
- Light Studio for Shoots
- Shoot Studio Events
- Ingest/Organize and Tag Footage
- Edit Footage
- Organize/Maintain Equipment
- Provide input and assist on future recruiting videos

Job Qualifications:

- Camera Knowledge (DSLR preferred)
- Video Editing Knowledge
- Composition Understanding
- Willingness to Learn

Blackwell

Internship Title: Buckeye Leadership Fellow Intern

Major: Hospitality Management, Business, Marketing

Career Field: Hotel and/or restaurant management

Job Responsibilities:

- Shadow each dept. of the hotel to gain area specific knowledge
- Participate in applicable meetings as designated by dept. manager
- Learn roles and responsibilities of the Front and Back of house
- Work with supervisor to complete weekly tasks and projects

Center for Entrepreneurship

Internship Title: Center for Entrepreneurship Intern

Major: Business

Career Field: Entrepreneurship

Job Responsibilities:

The BGP intern will help us evaluate the creation of a workshop, survey class or regular class to explore how students – including athletes, bloggers, and other influencers – can create companies based on their name, image or likeness (NIL). We will ask the intern to (1) benchmark other institutions; (2) survey Ohio State students in a variety of majors for indications of interest; (3) evaluate and recommend topics for presentation; and (4) evaluate and recommend scope and format of instruction; and (5) propose relevant learning outcomes.

Students must be interested in entrepreneurship.

Office of University Compliance & Integrity

Internship Title: Compliance & Integrity Intern

Major: Any

Career Field: Law or Compliance

Job Responsibilities:

- Gain first-hand knowledge and experience in operating an independent and centralized compliance function for a large organization
- Develop a working knowledge of the compliance issues and support functions affecting higher education
- Further develop and apply organizational and/or analytical skills in a compliance setting
- Further develop and apply information gathering and logistical support skills.

Job Qualifications:

- Punctual
- Professional
- Eager to Learn
- Flexible to contribute in different ways

Office of Student Life

Internship Title: Buckeye Leadership Fellow 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

Wexner Medical Center

Participating Departments:

- Jameson Crane
- Nutrition Patient Services
- Production Kitchen