



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY Sports Information Internship

- POSITION:** Muskegon Community College is seeking qualified candidates for the position Sports Information Internship.
- RESPONSIBILITIES:** The intern would assist the Office of Community Relations with gathering and disseminated information related to all athletic programs at Muskegon Community College.
- QUALIFICATIONS:** Junior, senior, or graduate student in good standing at any accredited college, outstanding writing skills, strong knowledge of sports and college level athletic programs, excellent interpersonal skills, and able to work a flexible schedule completing at least 60 hours over a 16-week semester. Television and radio broadcasting abilities preferred.
- HOURS:** As assigned by Supervisor
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as position is filled.
- APPLICATION DEADLINE:** Applications accepted until position is filled.

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form, and resume must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The college does not return application materials. **Applications are available on our website at www.muskegoncc.edu/hr. To receive additional information , call, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu.**

ESSENTIAL FUNCTIONS:

1. Attend the majority of MCC athletic events and produce stories within 4 hours of each event
2. Gathering statistical data and reporting on all athletic events
3. Assist with writing media releases, media guides, and website news
4. Keep the athletic pages of the website current
5. Assist with the promotion and support of athletic events
6. Provide video and audio reports to MCC TV and MCC Radio as needed
7. Other duties as requested by the Public Information Manager or Director of Community Relations

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.