THE BIG WEST

2021-22 INTERNSHIP ANNOUNCEMENT

**Communications Intern**

The Big West Communications unpaid internship will provide the opportunity to receive valuable education and training in a NCAA Division I collegiate athletic conference office. This position will be exposed to and involved in the ongoing development of The Big West initiatives and will be provided with hands-on experience, training and learning opportunities. The qualified candidate will receive practical hands-on training in all aspects of a media relations department, refine the skill sets necessary to tell stories of the and provide the opportunity to develop lasting relationships in collegiate athletics with both The Big West and its 11 member institutions.

**General Duties**

1. Assist in coverage of select The Big West sports
2. Assist in the development of weekly press releases and communication to media outlets
3. Aid in The Big West website management
4. Assist in the management of The Big West record books and archives
5. Assist in media relations aspects of select The Big West championships
6. Assist in special projects as assigned

**Desired Qualifications**

1. Must have received or in the process towards a bachelor’s or master’s degree in a related field
2. Strong writing skills and ability to story tell
3. Proficient with Adobe Creative Suites (InDesign, Photoshop, After Effects, etc.) and/or other video editing programs
4. Experience and knowledge in utilizing various social media platforms (Facebook, Twitter, Instagram, YouTube)
5. Evidence of effective verbal and written communication skills
6. Ability to multi-task and prioritize in a fast pace environment

**Working Environment**

1. Office hours are flexible with part-time jobs and school classes
2. Able to work three days per week in the Big West office (Irvine, CA)
3. Able to work assigned spring Big West Championships and some nights/weekends
4. Required to stand for varying lengths of time and walk moderate distances

**Instructions to Apply**

For full consideration of the 2021-22 competition year internship program, please send your internship core area preference, cover letter, resume and three references to the Alyssa Carillo (acarillo@bigwest.org) by no later than Sunday, August 22, 2021.

**2021-22 Competition Year Summer Program – Application Window TBD**

Internship Start Date: September 2021 Internship Start Date: June 2022

Internship End Date: May 2022 Internship End Date: August 2022

**Internship Type:** Unpaid Internship Program

The selected intern understands that under The Big West unpaid internship program:

1. There is no expectation of compensation
2. Will receive training similar to what would be provided in a traditional “educational environment”
3. The internship should be tied to the intern’s educational program
4. Will conform to and accommodate the intern’s normal working academic calendar and school commitments
5. The intern will receive beneficial learning
6. The intern will have no entitlement to a paid job when the internship is over.

**Many Big West interns have found successful careers after their internship experience.**

**About The Big West**

The Big West is an NCAA Division I member with 11 members with the shared goal of empowering every student-athlete in competition and in life and uniting its university communities through championship experiences. Formed in 1969,  The Big West membership, consists of Cal Poly, CSU Bakersfield, Cal State Fullerton, CSUN, Hawai‘i, Long Beach State, UC Davis, UC Irvine, UC Riverside, UC San Diego and UC Santa Barbara. The Big West is united in the pursuit of boundless opportunities, enduring integrity, bold activism, fearless innovation and the pacific spirit of freedom, exploration and progress.

The Big West sponsors 18 sports at the NCAA Division I level: baseball, softball, men’s and women’s basketball, men’s and women’s volleyball, women’s beach volleyball, men’s and women’s cross country, men’s and women’s golf, men’s and women’s soccer, men’s and women’s tennis, men’s and women’s track and field and women’s water polo.