



# CORRIDOR CORPORATE *GAMES*

## Event Management Summer (1 Position Available)

Mid-May – July 31 (starting and ending dates negotiable) | Full-time (30 + hours per week)

**Who:** Students majoring in sport management/leisure studies, business administration/marketing or related field. All college levels are welcome to apply but juniors and seniors who need internship credit to graduate are strongly encouraged to apply.

**Qualifications:** Must be organized and detailed oriented. Must have some skills with Microsoft Word, Access, and Excel and have the ability to learn website design and the Corridor Corporate Games database. Must be a team player and work well independently. Must have reliable transportation.

**Job Description:** Will assist in organizing and conducting the Corridor Corporate Games. Duties will include attending Corridor Corporate Games events and competitions, creating sports schedules, communicating with company admins, calculating results, updating web site and database.

**Why the Corridor Corporate Games:** You will work with a dedicated staff and see the insights of sport and event management, including large scale events.

**Hours:** The summer internship is full-time. Office hours will vary throughout the summer. Evening and weekend work is required. Events and competitions take place in the Cedar Rapids and Iowa City area. Office hours would be in Iowa City.

### **Other Perks:**

Paid stipend at the mid-way point and conclusion of the internship

Paid mileage for any travel to and from events

Have fun while building your resume

Meet new people and network with Corridor area businesses

**Deadline:** December 1, 2022

### **How to apply:**

Email a resume, cover letter and contact information for three references. Please indicate which internship and semester you are applying for in the subject line of your email.

### **Submit to:**

Avery Heikens, Administrative Assistant

[internships@iowasportsfoundation.org](mailto:internships@iowasportsfoundation.org)

888.777.8881 x 710