

Posted April 18, 2018

# 2018-19 Hockey East Graduate Internships

Hockey East Association (a Division 1 college hockey conference, beginning with 2018-19 season sponsoring an 11-team men's league and a 10-team women's league) is seeking qualified applicants for two (2) graduate internship positions in the conference office, located in Wakefield, Massachusetts.

## Essential Qualifications

- Bachelor's Degree in Marketing, Sports Administration, Communications, Public Relations, or related field
- Excellent verbal, written, organizational and interpersonal communications skills
- Self-starter with ability to work independently, with multiple deadline-driven projects
- Proficient with Microsoft Office Suite, Mac platform (O/S 10), and a variety of social media platforms
- Able to work extended and varied hours, including evenings and weekends during the college hockey season

## Preferred Qualifications

- 2+ years experience, as an undergrad, working within a college athletics department (sports information, athletic marketing or hockey team)
- Graduate of a Hockey East member institution
- Familiarity with Hockey East and the twelve member institutions

## Responsibilities

The Hockey East Graduate Interns shall carry out the following duties:

- General Office duties (phone, filing, computer work)
- Oversight of volunteers and/or part-time tournament help
- Assistance with marketing/promotional opportunities and event coordination throughout the season in both men's & women's hockey
- Assistance with media issues and public relations, including dissemination of weekly and monthly press releases, polls, mailings, website, etc.
- Assistance with American Hockey Coaches Association (AHCA) duties, including monthly releases, All America selections, annual convention in Naples, FL
- Other duties as assigned by Commissioner or Associate Commissioners

## Schedule and Compensation

Two Hockey East Interns will each receive a nine-month appointment, requiring a flexible work schedule (with the exception of mandatory Mondays, from 9 am until 4 pm). On average, the position will include twenty hours per week in the office, with additional hours nights and weekends during special events, tournaments and championships. The internship will begin on/around September 4, 2018 and conclude on/around May 31, 2019. Compensation will include a monthly stipend of \$1,000, payable on/around the 30<sup>th</sup> of each month.

## Previous Interns

The Hockey East Graduate Internship program will be in its 13th year in 2018-19. The current/previous interns have graduated from Boston College (3), Boston University, UConn, University of Maine, Merrimack College, University of New Hampshire (2), Northeastern University (2), Providence College (2), Vermont (2), and St. Michael's College (interned at University of Vermont Athletics)

**Applications will be accepted from APRIL 9 thru MAY 18, 2018 ONLY. Early applications not accepted.**

To apply, please submit, **during this time frame only:** 1.) a cover letter, 2.) Resume and 3.) List of at least three references (with both telephone and email contact information) ***Important: all documents are requested in PDF format, identified by applicant name and document type. For example "JohnSmithResume", "JohnSmithCoverLetter" and "JohnSmithReferences"***. All submissions should be emailed to: Kathy Wynters, Associate Commissioner at [kwynters@hockeyeastonline.com](mailto:kwynters@hockeyeastonline.com) (Subject: Intern Search). Selected applicants will be invited to interview in late May/early June. We hope to make offers by the end of June, for an early Sept. start date.

[www.HockeyEastOnline.com](http://www.HockeyEastOnline.com)



2018-19 member schools include Boston College ~ Boston University ~ UConn ~ Holy Cross\* ~ Maine ~ UMass UMass Lowell ~ Merrimack ~ New Hampshire ~ Northeastern ~ Providence ~ Vermont (\*women's hockey only)

