

**Student Development Intern: Non-Paid Position**  
**Summer, Fall 2019 and Spring 2020**  
**UTSA Athletics**  
**Roadrunner Athletic Fund**

**Summary of Position:**

Do you have an interest pursuing a career in the sports industry? This position provides an invaluable opportunity to acquire quality work experience in the areas of fundraising and relationship building. UTSA Athletics is funded primarily through self-generated revenues and charitable gifts that stem from a collective group of donors who comprise the Roadrunner Athletic Fund. This position works closely with UTSA athletic administrators and focuses on the daily tasks to support the department's annual fund. The student intern will be responsible for assistance on large scale projects and organizational tasks within the development operation.

**Primary Tasks:**

- Assist development team with fundraising projects
- Assist development team by coordinating donor events
- Work all football and basketball hospitality areas during home competitions
- Manage donor data in Microsoft Excel and Smartsheet
- Coordinate mailings and outgoing donor communications
- Other duties as assigned

**Minimum Qualifications:**

- Must be a student (undergraduate or graduate) currently enrolled at an accredited college or university
- Must have basic knowledge and understanding of collegiate athletics
- Must be detail-oriented and have a strong work ethic
- Must have a flexible schedule to work events on some nights and weekends

**Preferred Qualifications**

- Experience with Microsoft Office
- Experience with social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.)
- Demonstrated ability to problem solve
- Work a minimum of 5 hours per week in the office
- Must be comfortable interacting and conversing with donors and fans

**Compensation:**

- This is an unpaid internship position, but is eligible for course credit if approved by your institution

Please email your résumé to:  
Evan Wilks, Development Assistant  
[evan.wilks@utsa.edu](mailto:evan.wilks@utsa.edu)  
210-458-4288  
Deadline is August 16, 2019