



Student-Athlete Development Internship Program

San Diego State University

Position:

Student-Athlete Development Intern

Supervisor Contact:

Timothy F. Bryson, Assistant AD Student-Athlete Development (tfbryson@sdsu.edu)

Mission of the SDSU Aztecs Going Pro Program:

This learning community provides each student with a comprehensive, four-year student-athlete development program centered around three foundational pillars: personal growth, career development, and civic engagement. Student-athletes receive yearly innovative programming, one-on-one coaching, and unique experiential learning opportunities to help them create and prepare for their post-graduate plans and build a strong network of connections available through the SDSU community. The Aztecs Going Pro program includes four one-unit courses that apply toward graduation requirements.

SDSU Athletics Diversity and Inclusion Mission Statement:

SDSU Athletics is committed to diversity, inclusion, and gender equity while championing the value they bring to our success. We strive to become one of the most diverse and inclusive athletic departments in the country by celebrating each other and our diverse backgrounds. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for staff.

In support of this mission, the SDSU Athletics Diversity and Inclusion Committee – composed of student-athletes, coaches, staff, and administrators – engages, develops, and supports sustainable strategic activities as we progress toward fostering an environment that appeals to individuals from varied backgrounds, abilities, and beliefs. We welcome diversity of thought because we know that it dynamically enriches our collective productivity and creativity.

Each person's perspective is unique, and when all of us come together in the genuine spirit of learning and growing, our distinct views produce a stronger SDSU Athletics Department.

Together, we are the Aztec Family.

Position Description:

The Student-Athlete Development Intern will have a unique opportunity to work regularly with student-athletes of diverse backgrounds by supporting their personal growth, career development, and civic engagement. Under the supervision of the Assistant AD Student-Athlete Development, this position will provide exposure to various areas of student-athlete development and academic support, as well as NCAA eligibility rules, within a professional environment.

The internship runs from August to May (a semester-only internship is available, but not preferred) and follows an intentional timeline to allow interns the opportunity to not just be exposed to but gain significant experience in various areas of student-athlete development. In addition to student-athlete development, the intern will have the opportunity to shadow staff members in the Student-Athlete Academic Support Services (SAASS) Department to learn about other areas of student-athlete support such as registration advising, initial eligibility certification, continuing eligibility review, event planning/special projects, summer orientation, university seminar courses, compliance, and academic mentoring.



The SAASS staff will facilitate professional development and growth opportunities for interns throughout the year. The ultimate goal for interns is to develop proficiency in key skills necessary to obtain and excel in a full-time position in the area of student-athlete development.

Duties, Commitment, and Responsibilities:

45% of Time: Assist Student-Athlete Development (SAD) staff with day-to-day operation of the Aztecs Going Pro (AGP) classes

- Assist SAD staff with day-to-day operation of the Aztecs Going Pro (AGP) classes (**assignments will vary based on SAD Intern's goals and objectives**): attend class, record attendance, plan class events, provide assignment feedback to students, meet one-on-one with students, update Canvas, and/or other duties as assigned
 - Aid SAD staff with coordinating the Aztecs Going Pro courses (1-2 classes per semester)
 - Freshman classes (fall): Mondays 6-6:50 p.m. and 7-7:50 p.m.
 - Senior classes (fall): Tuesdays at 6-6:50 p.m. and 7-7:50 p.m.
 - Sophomore classes (spring): Mondays 6-6:50 p.m. and 7-7:50 p.m.
 - Junior classes (spring): Wednesday 6-6:50 p.m. and 7-7:50 p.m.
 - Aid SAD staff in creating monthly attendance and grade report for AGP classes
 - Aid SAD staff in coordinating various AGP events
 - Dinner with an Aztec in fall (seniors)
 - Career Fairs in fall & spring (juniors and seniors)
 - Career Exposure Night in fall & spring (all classes)
 - Mock Interview with an Aztec event in Spring (juniors)
 - Assistant Deans Night in spring (sophomore class)
- Assist SAD staff in the development of content, workshops, and programs to enhance AGP programming
- Aid SAD staff with providing student-athletes career preparation (resume, cover letter, work etc.)
- Assist SAD staff in providing LinkedIn/Handshake profile coaching
- Assist SAD staff with analysis of mid-semester and end of semester student-athlete data

45% of Time: Assist SAD Staff with special projects that align with SAD Intern's personal goals, objectives, and expertise

- Special project opportunities include but are not limited to:
 - Assist Student-Athlete Academic Support Services (SAASS) Staff with academic support for student-athletes (e.g., monitor computer lab and SAASS study areas, provide academic mentoring to assigned caseload of student-athletes and complete weekly academic reports for each student-athlete)
 - Assist SAD staff in creating and updating SAASS social media, website, and/or campaigns
 - Assist with Student-Athlete Advisory Committee (SAAC)
 - Assist SAD staff in running the International Mentor Program
 - Assist SAD staff with planning, coordinating, and organizing student-athlete development events
 - Back-to-School Bash- August
 - Orientations (Family, Student-Athlete, and International Mentor Program)—June, July, August, and January
 - A.C.E Awards-- April
 - Community Service Activities
 - Assist SAD staff in coordinating Student-Athlete Mentor Program
 - Assist SAD staff in coordinating Student-Athlete Internship Program
 - Assist SAD staff in analyzing data (post-graduation success, AGP effectiveness, etc.)
 - Assist SAD staff in developing effective resources system on Canvas for student-athletes
 - Assist SAD staff in mentoring student groups
 - Assist SAD staff in community services organization/coordination
 - Assist SAD staff with paperwork and reconciling (don't need—already said several ways)



- Additional tasks/special projects as assigned and/or chosen

10% of Time: Student-Athlete Academic Support Services (SAASS) professional development opportunities

- Various meetings with staff members in the SAASS Department to learn about other areas of student-athlete support such as registration advising, initial eligibility certification, continuing eligibility review, event planning/special projects, summer orientation, university seminar courses, compliance, and academic mentoring (see tentative schedule below)
- Attend SAASS staff meetings and supplemental training meetings (optional)
 - SAASS Collab Meeting: Every Tuesday at 2 p.m.
 - Staff: Every other week, Thursdays at 2 p.m.
- Participate in various N4A (The National Association of Academic and Student-Athlete Development Professionals) sub-committee calls (optional)

Additional Information:

- Salary: Unpaid (parking permit provided)
- Program Dates: August 2024-May 2025 (semester-long internship is available but **yearlong is preferred**)
- Minimum of 10 hours per week (must be willing to work some nights)

Qualifications:

Required: Bachelor's degree; excellent written and verbal communication skills; proficiency in Microsoft Office

Preferred: Bachelor's degree in education, counseling, or sports management

How to Apply:

Please email Timohty F. Bryson (tfbryson@sdsu.edu) a resume and cover letter explaining why you are interested in the Student-Athlete Development Internship position at SDSU. Applications will be accepted starting February 1st. Candidate interviews and selection will take place during the Spring/Early Summer, with final decisions typically coming by the end of July. Adjustments will be made if an applicant is interested in a semester only internship.

Supplemental Information:

Compliance with all NCAA, conference, and San Diego State University rules, policies and procedures is of paramount importance to the university. All position responsibilities should be carried out in full compliance with all such rules and regulations.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

San Diego State University is not a sponsoring agency for staff or management positions (e.g., H-1B visa). Applicants must currently be authorized to work in the United States on a full-time basis. Offers of employment are contingent upon the presentation of documents that demonstrate a person's identity and authorization to work in the United States, which are consistent with the provisions of the [Immigration Reform and Control Act](#).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SDSU is a smoke-free campus. For more information, please [click here](#).

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national



origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

Schedule of Informational Interview Topics for Intern (Tentative):

Week 1

- Preparing for your Student-Athlete Development Internship (Student-Athlete Development Coordinator)
 - Review and discuss goals for the Student-Athlete Development Internship
 - *Aztecs Going Pro* and student-athlete development initiatives

Week 2

- Day in the life (Student-Athlete Academic Support Services Meeting--SAASS)
 - Attend our SAASS all-staff meeting

Week 3

- Policies and procedures (Assistant Athletic Director of Compliance)
 - NCAA rules and other policies that academics staff must follow

Week 4

- Academic eligibility (Academic Advisor)
 - Role of an advisor and NCAA academic eligibility requirements that all student-athletes must meet
 - Tips for being a successful advisor/advising at-risk sports

Week 5

- Special admissions (Student-Athlete Services Coordinator)
 - Admissions processes and requirements for student-athletes

Week 6

- Student Ability Success Center (SASC) support (Learning Specialist overseeing SASC)
 - Coordination with SASC and how SASC impacts the success of student-athletes
 - Overview of the Athletics tutoring program

Week 7

- Connecting with coaches (Senior Associate Athletic Director)
 - Attend a coaches' academic meeting to see how coaches impact the work of SAASS members

Week 8

- Advising in action (Academic Advisor)
 - Learn about advising sessions through job shadowing

Week 9

- Mentoring in action (Academic Coordinator)
 - Overview of mentoring program
 - Learn about mentoring through job shadowing

Week 10

- Learning Specialist in action (Learning Specialist)
 - Overview of the role of a Learning Specialist
 - Learn about the role of a Learning Specialist through job shadowing

Week 11

- Aztecs Going Pro (Student-Athlete Development Coordinator)
 - Complete a SWOT analysis with Student-Athlete Development Coordinator on the Aztecs Going Pro (AGP) program

Week 12

- Transition into Athletics Support Services & Available Technology (Academic Advisor)
 - Strategies for entering the field and transitioning as a new advisor



- Facilities and technology available to students

Week 13

- Athletics across the country and Student Affairs (Assistant Director)
 - How other institutions work differently
 - SAASS professional organizations
 - How SAASS advisors collaborate with campus advisors and other partners

Week 14

- The world of recruiting (Senior Associate Athletic Director)
 - Observe Junior Day to learn how SAASS staff impact recruiting and student-athletes' decisions to attend SDSU

Week 15

- Wrap up (Student-Athlete Development Coordinator)
 - Reflect on the semester; review SWOT analysis of program and review internship goals