



SDSU Student-Athlete Support Services Internship Program

Position: Student-Athlete Support Services Intern

Reports to: *Danielle Kelly, Associate Athletic Director for Student-Athlete Support Services and Jessica Atthowe, Assistant Athletic Director of Student-Athlete Academic Support Services*

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.

Purpose: This internship provides hands-on experience in the key areas of student-athlete support services, including SDSU Admission, NCAA Academic Reporting, and Student-Athlete Learning Support. The intern will work closely with the Associate Athletic Director to support the success, compliance, and development of SDSU student-athletes. This is an ideal opportunity for individuals interested in academic services, athletics administration, or NCAA compliance.

Key Responsibilities:

- Collaborate on projects related to NCAA academic support metrics (APR/GSR) and admissions evaluations
- Collect, organize, and analyze data to support reporting and strategic planning
- Assist with SDSU admissions processes and academic record keeping
- Update and manage content on the Student-Athlete Support Services (SASS) website
- Organize digital and physical files
- Contribute to event planning, logistics, and execution for development programs
- Conduct research and assist with student-athlete programming initiatives
- Support department-wide communication efforts and prepare documentation
- Observe and support learning services team with student-athlete learning support

Additional Opportunities:

- Attend staff meetings and gain exposure to cross-department collaboration



- Engage in informational interviews with staff across SDSU Athletics
- Participate in special projects based on intern interest and department needs

Qualifications:

- Must be currently enrolled in a graduate program or have already earned a graduate degree
- Strong interest in student-athlete services, academic support, compliance, or athletic administration
- Preferred: Prior experience in athletics or a higher education setting

Time Commitment:

- 10–15 hours per week, flexible around class schedule
- Summer or semester-long internship is available but yearlong is preferred

Compensation:

- This is an unpaid internship for professional development and/or academic credit (if applicable)

How to Apply: Please email Danielle Kelly (dmkelly@sdsu.edu) and Jessica Atthowe (jatthowe2@sdsu.edu) a resume and cover letter explaining why you are interested in the Student-Athlete Support Services 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 and/or summer 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.