



Graduate Assistant-Business Operations

Graduate Assistant Overview:

Selected Graduate Assistant (G.A.) will work in the athletics office to assist with day-to-day business operations & budget management. G.A. will report directly to the Assistant Athletic Director-Business/Internal Operations.

American International College is a private, coeducational institution of higher education located on a 70+ acre campus in Springfield, Massachusetts. The campus has 42 buildings on two sites approximately 1/2 mile apart with a total of approximately 660,000 gross square feet. Included in the inventory of buildings are student residences for a resident population of 900 students. Founded in 1885, the College has 3700 graduate and undergraduate students. AIC offers a variety of undergraduate and graduate programs through the Schools of Business, Arts and Sciences; Health Sciences; and Education. The mission of the College is to transform student lives through career focused learning, with a strong foundation in the liberal arts, a commitment to serving the community, and a high level of involvement in the global economy.

American International College (AIC) participates in NCAA Division I Ice Hockey (Atlantic Hockey Association) and Division I Women's Rugby (National Intercollegiate Rugby Association). For all other varsity sports, AIC participates in NCAA Division II and competes in the prestigious Northeast-10 Conference (NE-10).

Responsibilities:

- Data entry using Microsoft Excel spreadsheet and Financial Edge database software
- Review and submit all monthly credit card statements into an operating budget spreadsheet
- Assist with monthly financial reconciliation of team fundraising/camp accounts
- Initiate purchase order requisitions for goods and services on Financial Edge
- Reconcile team travel expenses for all varsity and club sports
- Prepare ad hoc reports for senior administration
- Game management responsibilities when assigned by the internal operations staff
- Other projects and other responsibilities as assigned by the Assistant AD-Business/Internal Operations

Prerequisites:

- Admittance into an AIC graduate program
- Undergraduate degree in Finance, Accounting, Sport Management or related fields
- Two-year commitment as a Graduate Assistant preferred
- Candidate must be self-motivated and demonstrate strong organizational skills
- Experience in the field of finance, accounting, strategic planning, or revenue/expense forecasting
- Strong competency with Microsoft Office Products (particularly Excel)
- Ability to work 20+ hours per week.

Salary: Total Stipend is \$2,500/semester plus a tuition waiver of 9 credits/semester (Up to \$570/credit)

Interested applicants should submit resume, cover letter, and three references to:

Jonathan DeAndrade

Assistant AD-Business/Internal Operations

American International College

Office: (413) 205-3534

jonathan.deandrade@aic.edu



Graduate Assistant-Internal Operations

Graduate Assistant Overview:

Selected Graduate Assistant (G.A.) will work in the athletics office to assist with day-to-day internal operations & game management duties. G.A. will report to the Assistant Athletic Director-Business/Internal Operations and the Assistant Athletic Director-Operations.

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Responsibilities:

- Assist/Oversee in set-up and break down of internal and external athletic events
- Act as a game manager for various AIC Athletic Events
- Act as site supervisor for various outside rentals
- Send out visitors guides on a weekly basis and be in communication with visiting teams on arrival time and their needs once they arrive on campus
- Assist in Facility scheduling for all of the athletic facilities
- Other projects and other responsibilities as assigned by the Assistant AD-Business/Internal Operations

Perquisites:

- Admittance into an AIC graduate program
- Undergraduate degree in Sport Management, Recreation Management, or related fields
- Two-year commitment as a Graduate Assistant preferred
- Candidate must be self-motivated and demonstrate strong organizational skills
- Strong competency with Microsoft Office Products
- Ability to work 20+ hours per week.

Salary: Total Stipend is \$2,500/semester plus a tuition waiver of 9 credits/semester (Up to \$570/credit)

Interested applicants should submit resume, cover letter, and three references to:

Jonathan DeAndrade

Assistant AD-Business/Internal Operations

American International College

Office: (413) 205-3534

jonathan.deandrade@aic.edu



Athletic Communication Broadcasting Internship Description

Athletic Communication Internship Overview:

Selected intern(s) will work in the office and during games broadcasting live on www.AICyellowjackets.tv and conducting interviews with players and coaches before and after contests. Interns will report directly to the Director of Athletic Communications, Thomas Pool, and Coordinator of Athletic Communications, Sarah Kirkpatrick.

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American International College (AIC) participates in NCAA Division I Ice Hockey (Atlantic Hockey Association) and Division I Women's Rugby (National Intercollegiate Rugby Association). For all other varsity sports, AIC participates in NCAA Division II and competes in the prestigious Northeast-10 Conference (NE-10).

Intern(s) will be responsible for:

- Serving in a variety of capacities including but not limited to:
- Provide in-game play-by-play/color commentary
- Conduct post-game interviews
- Create pre-game vides/interviews
- Video editing
- Setting up and running live stream
- Other task as assigned

Prerequisites:

Intern(s) should be extremely self-motivated, organized, passionate, and willing to work hard. Intern(s) possessing an interest in broadcasting or are just passionate about sports. Prospective interns should have an interest in college athletics.

*Intern(s) will be required to work during the week and on some weekends.

Takeaways:

Intern(s) will have tremendous networking opportunities and garner real-life experience broadcasting for a Division II athletics program.

Salary: This is an unpaid internship.

For more information including questions please contact:

Thomas Pool

Director of Athletic Communications

American International College

Office: (413) 205-3572

thomas.pool@aic.edu