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Welcome

Dear Student,

Yale Athletics has a rich tradition dating back to the 1800’s. We expect that you are ready to make the commitment to be dedicated and hard-working alongside Yale Athletics’ staff.

There is a lot to learn to become an effective team member in Athletics here at Yale, but I hope that you are excited. With your help, we will provide the best experience in the nation.

Yale Athletic Department will prove to provide a great stepping stone to your future career.

Sincerely,

Jessica Chrabaszcz
Associate Athletic Director, Varsity Sports Administration
Yale Athletics Staff

WAYNE DEAN
TEAM OPERATIONS
Deputy AD, Internal Operations
wayne.dean@yale.edu
203-432-1462

ANDY DUNN
INTERNAL OPERATIONS
Senior Associate AD
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JESSICA CHRABASZCZ
INTERNAL OPERATIONS
Associate AD
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203-432-1476

CHRIS KOHUTH
INTERNAL OPERATIONS
Assistant AD
christopher.kohuth@yale.edu
203-432-7678
Yale Athletics Staff

ED MOCKUS
FACILITIES
Senior Associate AD
edward.mockus@yale.edu
203-432-2494

KEVIN DISCEPOLO
FACILITIES
Assistant AD
kevin.discepolo@yale.edu
203-432-8350

JEREMY MAKINS
TICKETING/ MARKETING
Senior Associate Athletic Director
Ticketing/Concessions/Ingalls
Scheduling/Marketing
jeremy.makins@yale.edu
203-432-1402

VICTORIA UNTIET
DEVELOPMENT
Director of Athletic Development
and External Communications
victoria.untiet@yale.edu
203-432-1419
Yale Athletics Staff

CHRISTIAN BRAY
COMPLIANCE
Assistant Athletic Director, Compliance/SWA
christian.bray@yale.edu
203-432-7668

BRIAN TOMPKINS
STUDENT SERVICES
Senior Associate Athletic Director
brian.tompkins@yale.edu
203-436-8309

MICHAEL HARRIS
STRENGTH & CONDITIONING
Director of Strength and Conditioning
m.harris@yale.edu
203-432-9440

ARTHUR SAMUELSON
BUSINESS OFFICE
Deputy Athletics Director Lead Administrator External Operations
arthur.w.samuelson@yale.edu
203-432-5219
Yale Athletics Staff

EVAN ELLIS
SPORTS MEDIA
Video Producer
evan.ellis@yale.edu

PATRICK O’NEILL
SPONSORSHIP
Associate Athletic Director
Partnerships, Branding & Licensing
patrick.oneill@yale.edu
203-432-2205

STEVE CONN
SPORTS PUBLICITY
Associate Athletics Director
steven.conn@yale.edu
203-432-1455

ANTHONY DIAZ
INTRAMURALS & CLUB SPORTS
Senior Associate Athletic Director of
Payne Whitney Gymnasium
Administration and Physical Education
anthony.diaz@yale.edu
203-432-1422

KELLIE FAUST
INTRAMURALS & CLUB SPORTS
Graduate Program-
Intramural Administrator
kellie.finn@yale.edu
203-432-7784
Requirements

➢ Must be at least 18 years of age
➢ Must be enrolled in school and receiving credit for internship
➢ Must be able to work 5-35 hours a week
➢ Must possess excellent oral and written communication skills
➢ Must have working knowledge of Microsoft: Word, Excel, PowerPoint, and Outlook, as well as other programs for specific unit.

Responsibilities

➢ Assist with all aspects of the 35 Varsity Sports or Club Sports, including support and development of the given department
➢ The student will maintain in confidence all materials and information shared as a part of the internship that has been identified as confidential.
➢ The student will complete all assignments due according to your class requirements
➢ Learn the important values of leadership, integrity, discipline and teamwork

Team Qualities and Characteristics

➢ DEPENDABILITY: We expect to be able to depend on you to fulfill any assignments and responsibilities in a timely and efficient manner.
➢ COMMITMENT: We expect you to be committed to your job and to those who work with you. Punctuality and accountability for your schedule is expected.
➢ PASSION: You should be excited to come to work for one of the most premier athletic departments in the country. The passion for your job should be evident to all patrons of Yale athletics through a constant positive attitude.
➢ CONFIDENTIALITY: It is possible that you may become aware of confidential matters that should not be spread to outside sources. It is important that you keep these matters confidential; failure to do so will result in disciplinary action.
➢ PROFESSIONALISM: You must present yourself in a professional manner at all times. Please remember that you not only represent yourself, but you are also representing Yale Athletics. Professionalism includes the way you dress, the manner in which you relate to Yale coaches and athletes and the manner in which you relate to the staff and fellow students.
➢ FUN: While exemplifying all of the previous qualities, it is important to have fun while working. Yale Athletics is an exciting department to work for, and we want you to get the most enjoyable experience possible out of working with Varsity Sports Operations.
Expectations

➢ *Always be on time and prepared for the event you are scheduled to work.*
  Tardiness or failure to attend when you are scheduled to work will result in disciplinary action.

➢ *Be professional and responsive.*
  The office dress code is business casual. Please ask if you are unsure what this entails. Student Interns are usually the first athletic department employees that fans see upon entering an event. It is imperative that you follow the dress code guidelines and maintain a professional and positive attitude while working. You are expected to be proactive at all times while at work. Approach patrons who look like they need help and be responsive to all radio calls directed to you.

➢ *Be aware of your assignments and responsibilities at each event.*
  It is important that you stay in your assigned locations throughout the duration of each event. Avoid grouping together while at events and maintain a high level of attention to your specific assignment. The use of cell phones, iPods, and other electronic devices which distract you from your duties is prohibited.

➢ *Show respect to all Yale Athletics personnel and your fellow students.*
  At all Yale athletic events, we strive to maintain a positive atmosphere for our administration, coaches, student-athletes, staff and fans. Your constant respect for those around you while working is a vital part of maintaining this. Offensive language, profanity, use of tobacco products, alcohol consumption, or any disrespect towards fans or Yale athletics personnel will not be tolerated.

➢ *Internal information is not to be shared with anyone outside of the Yale Athletic Department.*
  As you work and correspond with people inside the athletic department, important information will be obtained and you must understand that this information is private and should not be shared with anyone outside of the department. This includes use of credentials and any “backstage” access you may have to venues and events.

➢ *Customer Service comes first.*
  No matter what your specific assignment at each event is, your first responsibility is to provide quality customer service to all Yale Athletics patrons. Patrons should be welcomed at all times and assisted as needed. Always be polite and exhibit a willingness to help. If you do not know an answer to a patron’s question, refer to your Event Day FAQ Sheet or ask someone who might know. If you come across a difficult patron, please refer him/her to a Yale Athletics staff member.
**Internal:**

- Most communication between students and Yale Athletics Staff will be through email. It is important to check your email on a daily basis for any updates or changes to the schedule.
- Communication via phone call or text message is usually the best way to get a hold of a Staff Member. If you have any issues prior to an event you are working, please contact your Manager.
- Please be knowledgeable of which contest manager is in charge of each sport. All information regarding a certain sport should be directed to the contest manager of that specific sport.

**Sport Information**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Facility</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Yale Field</td>
<td>Spring</td>
</tr>
<tr>
<td>Basketball (M/W)</td>
<td>John J. Lee Amphitheater (PWG)</td>
<td>Winter</td>
</tr>
<tr>
<td>Cross Country (M/W)</td>
<td>The Course at Yale, The William S. Beinecke Golf House/Maltby Lakes Recreation Area</td>
<td>Fall</td>
</tr>
<tr>
<td>Fencing (M/W)</td>
<td>Yale Fencing Salon (PWG)</td>
<td>Winter</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Johnson Field</td>
<td>Fall</td>
</tr>
<tr>
<td>Football</td>
<td>Yale Bowl, (Class of 1954 Field)</td>
<td>Fall</td>
</tr>
<tr>
<td>JV Football</td>
<td>Clint Frank Field</td>
<td>Fall</td>
</tr>
<tr>
<td>Golf (M/W)</td>
<td>The Course at Yale, The William S. Beinecke Golf House</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>John J. Lee Amphitheater/Yale Gymnastics Studio (PWG)</td>
<td>Winter</td>
</tr>
<tr>
<td>Ice Hockey (M/W)</td>
<td>Ingalls Rink</td>
<td>Winter</td>
</tr>
<tr>
<td>Lacrosse (M/W)</td>
<td>Reese Stadium</td>
<td>Spring</td>
</tr>
<tr>
<td>Lightweight Crew (M/W)</td>
<td>Gilder Boathouse</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Heavyweight Crew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sailing (Coed/W)</td>
<td>McNay Family Sailing Center</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Soccer (M/W)</td>
<td>Reese Stadium</td>
<td>Fall</td>
</tr>
<tr>
<td>Softball</td>
<td>DeWitt Family Field</td>
<td>Spring</td>
</tr>
<tr>
<td>Squash (M/W)</td>
<td>Brady Squash Center (PWG)</td>
<td>Winter</td>
</tr>
<tr>
<td>Swimming &amp; Diving (M/W)</td>
<td>Robert J.H. Kiphuth Exhibition Pool (PWG)</td>
<td>Winter</td>
</tr>
<tr>
<td>Tennis (M/W)</td>
<td>Cullman-Heyman Tennis Center</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Track &amp; Field (M/W)</td>
<td>Coxe Cage/Cuyler Athletic Complex/Dwyer Track</td>
<td>Winter/Spring</td>
</tr>
<tr>
<td>Volleyball</td>
<td>John J. Lee Amphitheater (PWG)</td>
<td>Fall</td>
</tr>
</tbody>
</table>
### Administrative Facility Information

<table>
<thead>
<tr>
<th>Facility</th>
<th>Purpose</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payne Whitney Gym</td>
<td>Dwyer Sports Medicine Center, Recreational Sports, Varsity Sport Facilities</td>
<td>70 Tower Parkway, New Haven, CT</td>
</tr>
<tr>
<td>CT Tennis Center</td>
<td>Football Headquarters</td>
<td>45 Yale Ave. New Haven, CT</td>
</tr>
<tr>
<td>Ray Thompkins House</td>
<td>Athletic Department Offices</td>
<td>20 Tower Parkway, New Haven, CT</td>
</tr>
<tr>
<td>Smilow Field Center</td>
<td>Locker Rooms, Athletic Training Room, Meeting Areas, Equipment</td>
<td>235 Derby Ave, West Haven, CT</td>
</tr>
</tbody>
</table>

### Athletic Facility Directory

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale Bowl</td>
<td>81 Central Ave., New Haven, CT</td>
</tr>
<tr>
<td>Yale Field</td>
<td>252 Derby Ave., West Haven, CT</td>
</tr>
<tr>
<td>Coxe Cage</td>
<td>257 Derby Ave., New Haven, CT</td>
</tr>
<tr>
<td>John J. Lee Amphitheater (PWG)</td>
<td>70 Tower Parkway, New Haven, CT</td>
</tr>
<tr>
<td>Reese Stadium</td>
<td>75 Central Ave., New Haven, CT</td>
</tr>
<tr>
<td>Ingalls Rink</td>
<td>73 Sachem St., New Haven, CT</td>
</tr>
<tr>
<td>Gilder Boathouse</td>
<td>280 Roosevelt Dr., Derby, CT</td>
</tr>
<tr>
<td>DeWitt Family Field</td>
<td>70 Central Ave., New Haven, CT</td>
</tr>
<tr>
<td>Cuyler Field/Dwyer Track/Clint Frank Field</td>
<td>252 Derby Ave., West Haven, CT</td>
</tr>
<tr>
<td>Johnson Field</td>
<td>70 Central Ave., New Haven, CT</td>
</tr>
</tbody>
</table>
## Previous Interns with Yale Athletics

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION HELD</th>
<th>YEARS</th>
<th>CURRENT POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Haviland</td>
<td>Intern, Facilities</td>
<td>1998-2000</td>
<td>Director of Security: Williamson Medical Center</td>
</tr>
<tr>
<td>Aidan O'Connell</td>
<td>Intern, Strength and Conditioning</td>
<td>2000-2001</td>
<td>Senior Strength and Conditioning Coach at Munster Rugby; Irish Rugby Football Union</td>
</tr>
<tr>
<td>Amy Ruggini</td>
<td>Intern, Sports Publicity</td>
<td>2000-2001</td>
<td>Assistant Media Communications Director at University of North Texas Athletics</td>
</tr>
<tr>
<td>Antoine DeLoach</td>
<td>Intern, Facilities</td>
<td>2000-2001</td>
<td></td>
</tr>
<tr>
<td>Avery Esdaile</td>
<td>Intern, VSO and Facilities</td>
<td>2000-2001</td>
<td>Athletic Director for Boston Public Schools</td>
</tr>
<tr>
<td>Ben Wibly</td>
<td>Intern, VSO</td>
<td>2000-2001</td>
<td></td>
</tr>
<tr>
<td>Brian Gerrity</td>
<td>Intern, VSO</td>
<td>2007</td>
<td>Senior Associate AD/Executive Director, Mercer Athletic Foundation at Mercer University</td>
</tr>
<tr>
<td>Brian Hernke</td>
<td>Intern, Strength and Conditioning</td>
<td>2001</td>
<td>Project Manager- Patient Experience &amp; Service Excellence for St. Vincent's Health Care</td>
</tr>
<tr>
<td>Bryant Blount</td>
<td>Intern, Alumni Affairs</td>
<td>2008-2009</td>
<td>Assistant Dean, Princeton University</td>
</tr>
<tr>
<td>Casey Hart</td>
<td>Intern, Sports Publicity</td>
<td>2004-2005</td>
<td>Marketing and Instruction Design Coordinator at UNC School of Media and Journalism</td>
</tr>
<tr>
<td>Catherine Miller</td>
<td>Intern, VSO</td>
<td>2000-2001</td>
<td></td>
</tr>
<tr>
<td>Chris Ann Hayes</td>
<td>Intern, PWG Operations</td>
<td>2005</td>
<td>Former Ace Tickets Operations Manager</td>
</tr>
<tr>
<td>Chris Kohuth</td>
<td>Intern, VSO</td>
<td>2012, 2014-2016</td>
<td>Assistant Athletic Director, Varsity Sports Administration--Yale University</td>
</tr>
<tr>
<td>Chris Velez</td>
<td>Intern, VSO</td>
<td>2012, 2014-2016</td>
<td>Head Equipment Manager, Sacred Heart University</td>
</tr>
<tr>
<td>Christian Bray</td>
<td>Intern, Compliance</td>
<td>2014-2015</td>
<td>Assistant Athletic Director, Compliance/SWA - Yale University</td>
</tr>
<tr>
<td>Cynthia Chasteen</td>
<td>Intern, Sports Publicity</td>
<td>1997-1998</td>
<td></td>
</tr>
<tr>
<td>Dan Varga</td>
<td>Intern, VSO</td>
<td>2014-2015</td>
<td>Ticket Operations Manager, Sacred Heart University</td>
</tr>
<tr>
<td>David Barrett</td>
<td>Intern, Alumni Affairs</td>
<td>1997-1998</td>
<td></td>
</tr>
<tr>
<td>Drew Kingsley</td>
<td>Intern, Sports Publicity</td>
<td>2008-2009</td>
<td>Assistant Director of Athletics/Marketing &amp; Communications, Fairfield University</td>
</tr>
<tr>
<td>Elizabeth Taimi</td>
<td>Intern, Marketing</td>
<td>2005</td>
<td>Associate Athletics Director, Union College</td>
</tr>
<tr>
<td>Erin Carey</td>
<td>Intern, Facilities</td>
<td>2002</td>
<td>Assistant AD- Operations, Wesleyan University</td>
</tr>
<tr>
<td>Ernie Bertothy</td>
<td>Intern, Sports Publicity</td>
<td>2003</td>
<td>Webmaster and Assistant Director of Corporate and Public Relations at State of Connecticut</td>
</tr>
<tr>
<td>Fiona Young</td>
<td>Intern, Marketing</td>
<td>2000-2001</td>
<td>Lead Consultant at Two Circles</td>
</tr>
<tr>
<td>Garrett Handley</td>
<td>Intern, VSO</td>
<td>2015-2016</td>
<td>NY Red Bulls Event Staff</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Year</td>
<td>Organization/Role</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gregory Brinn</td>
<td>Intern, Alumni Affairs</td>
<td>2001</td>
<td>Director of Advancement at Xavier High School/ Vice President for Institutional Advancement at Valley Forge Military Academy &amp; College</td>
</tr>
<tr>
<td>Jennifer Roupe</td>
<td>Intern, Sports Publicity</td>
<td>1994</td>
<td>Director of Communications at Shady Side Academy</td>
</tr>
<tr>
<td>Jessica Mironick</td>
<td>Intern, Marketing</td>
<td>1994</td>
<td>Leukemia and Lymphoma Society</td>
</tr>
<tr>
<td>Jessica Mudry</td>
<td>Intern, Sports Publicity</td>
<td>1996-1997</td>
<td>Vice President of Development at Van Wagner Sports Group</td>
</tr>
<tr>
<td>John Sutyak</td>
<td>Intern, VSO</td>
<td>2005</td>
<td>Director of Athletics and Recreation at Wheaton College (MA)</td>
</tr>
<tr>
<td>Jordan Skolnick</td>
<td>Intern, Alumni Affairs</td>
<td>2008-2009</td>
<td>Senior Associate Athletic Director, Development at the University of Delaware</td>
</tr>
<tr>
<td>Joseph Clifford</td>
<td>Intern, Sports Publicity</td>
<td>2008</td>
<td>Assistant Sports Information Director, Manhattan College</td>
</tr>
<tr>
<td>Joshua Ellovich</td>
<td>Intern, Marketing</td>
<td>1999-2001</td>
<td>Advice President of Advantage International</td>
</tr>
<tr>
<td>Kathryn Whartenby</td>
<td>Intern, Strength and Conditioning</td>
<td>2007</td>
<td>Director of Strength and Conditioning at the University of Denver</td>
</tr>
<tr>
<td>Kevin Anderson</td>
<td>Intern, Sports Publicity</td>
<td>2001</td>
<td>Adjunct Professor at Becker College, Sports Information Director/Assistant to the Athletics Director at Clark University</td>
</tr>
<tr>
<td>Kevin Discepolo</td>
<td>Intern, VSO</td>
<td></td>
<td>Assistant AD of Facilities, Operations, &amp; Events - Yale University</td>
</tr>
<tr>
<td>Kevin Wood</td>
<td>Intern, Marketing</td>
<td>2003</td>
<td>Associate Director of Athletics at Springfield College</td>
</tr>
<tr>
<td>Khyl Garrison</td>
<td>Intern, Strength and Conditioning</td>
<td>2007</td>
<td>Rockland County Sherriff</td>
</tr>
<tr>
<td>Kristin Murphy</td>
<td>Intern, Marketing</td>
<td>2008</td>
<td>Manager at Progressive Benefit Solutions, LLC</td>
</tr>
<tr>
<td>Lisa McEvoy</td>
<td>Intern, Sports Publicity</td>
<td>1995</td>
<td>Director of Marketing and Communications: American Association for Thoracic Surgery</td>
</tr>
<tr>
<td>Marc Cerami</td>
<td>Intern, VSO</td>
<td>2015-2016</td>
<td>Box Office Representative, The New York Racing Association</td>
</tr>
<tr>
<td>Matthew Fealey</td>
<td>Intern, Facilities</td>
<td>2008</td>
<td>Manager, Partnership Marketing Major League Soccer</td>
</tr>
<tr>
<td>Meagan Guy</td>
<td>Intern, VSO</td>
<td>2015</td>
<td>Athletic Facilities and Event Coordinator, University of North Texas</td>
</tr>
<tr>
<td>Michael Ranfone</td>
<td>Intern, Strength and Conditioning</td>
<td>2003</td>
<td>Ranfone Training Systems Performance Center (Owner)</td>
</tr>
<tr>
<td>Paige Colello</td>
<td>Intern, Alumni Affairs</td>
<td>2001</td>
<td></td>
</tr>
<tr>
<td>Rebecka McKinner</td>
<td>Intern, Sports Publicity</td>
<td>1999-2000</td>
<td></td>
</tr>
<tr>
<td>Robert Arroyo</td>
<td>Intern, VSO</td>
<td>2014-2016</td>
<td>Director of Volleyball Operations, University of Miami</td>
</tr>
<tr>
<td>Robert Coppola</td>
<td>Intern, Marketing</td>
<td>2008-2009</td>
<td>Assistant Director of Athletic Fundraising, Dartmouth College</td>
</tr>
<tr>
<td>Robert Miller</td>
<td>Intern, Strength and Conditioning</td>
<td>1997-1998</td>
<td>Director of Strength and Conditioning at Dartmouth College</td>
</tr>
<tr>
<td>Name</td>
<td>Internship Position</td>
<td>Years</td>
<td>Current Position/Positional Title</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
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</tr>
<tr>
<td>Robyn Lubisco</td>
<td>Intern, Club Sports</td>
<td>2005-2007</td>
<td>Assistant Professor of Sports Administration at Farleigh Dickinson University</td>
</tr>
<tr>
<td>Ryan Smith</td>
<td>Intern, Facilities and VSO</td>
<td>1999-2000</td>
<td>AD - The Benjamin School</td>
</tr>
<tr>
<td>Scott Griffin</td>
<td>Intern, Facilities</td>
<td>2006-2008</td>
<td>Culinary Services Manager at Six Flags New England</td>
</tr>
<tr>
<td>Thomas Saunders</td>
<td>Intern, Facilities</td>
<td>2003</td>
<td>Director ICA Facilities Management at University of Maryland</td>
</tr>
<tr>
<td>Todd Phelps</td>
<td>Intern, Facilities</td>
<td>2001</td>
<td>Associate AD for Facility Operations and Events, Stony Brook University</td>
</tr>
<tr>
<td>Trevor McDonald</td>
<td>Intern, Marketing</td>
<td>2004-2005</td>
<td>Assistant Director at Harvard Varsity Club</td>
</tr>
<tr>
<td>Trivia Tulloch</td>
<td>Intern, Marketing</td>
<td>1995</td>
<td></td>
</tr>
<tr>
<td>Tyler Fleming</td>
<td>Intern, VSO</td>
<td>2001</td>
<td>Executive Director at YMCA of Metro North</td>
</tr>
<tr>
<td>William Hughan</td>
<td>Intern, Strength and Conditioning</td>
<td>1998</td>
<td>Sports Performance Coach at Stanford University</td>
</tr>
</tbody>
</table>
Job Descriptions

**Internal Operations and Facilities Internship**

- Assist with all aspects of the Contest Management Office including support and development of events for all 35 sports and intramural programs
- Act as the primary game day manager (or secondary manager) for sports appointed by the Associate and Assistant Athletics Director
- Coordinate and carry-out communications between visiting teams and officials through the creation of guides for assigned sports
- Typical tasks may include, but are not limited to: event set-up and breakdown, inventory, signage, customer service, credentials, and parking.
- Perform other duties as assigned by staff

**Marketing Internship**

- Assist in marketing, promotions and game day operations for Yale Athletics events, IVY, and NCAA tournaments.
- Distribution of promotional materials
- Assist staff in creation and implementation of sports marketing plans
- Perform other duties as assigned by staff

**Sports Publicity Internship**

- Assist in sports information operations for all Yale Athletics home events
- Work as statistician for assigned sports
- Writes post-game press releases after events, this may include distribution of results for away contests
- Assist with writing and production of media guides, brochures, and fliers
- Perform other duties as assigned by staff

**Sponsorship Internship**

- Assist in corporate sponsorship servicing for Yale Athletics events
- Assist in fundraising events
- Assist with game-day hospitality functions
- Perform other duties as assigned by staff
Compliance Internship

➢ Assist in official visit requests
➢ Assist in CARA Logs
➢ Assist in ARM Maintenance
➢ Perform other duties as assigned by staff

Student Services Internship

➢ Assist in the involvement of Student- Athlete Awards
➢ Assist in the involvement of Dean’s Excuses Forms
➢ Perform other duties as assigned by staff

Strength Conditioning Internship

➢ Assist with athlete evaluations
➢ Assist with athlete programming and coaching
➢ Guide/Coach athletes on floor during workouts
➢ Assist with daily maintenance of facility
➢ Perform other duties as assigned by staff

Business Office Internship

➢ Assist with varsity, sports & recreation and administration budgeting and monitoring
➢ Assist with Under Armour Ordering
➢ Assist with Arbiter Payments for Officials
➢ Perform other duties as assigned by staff

Intramural and Club Sports Internship

➢ Assist with supervision of various club and intramural sports
➢ Creates promotional materials to boost event attendance
➢ Review, revise and update IM rules and guidelines
➢ Assist with all aspects of event planning and implementation
➢ Perform other duties as assigned by staff

Sports Media Internship

➢ Work with major social media sites to promote brands
➢ Create new cost-effective means of social media promotion
➢ Investigate new potential social media platforms to promote company
➢ Perform other duties as assigned by staff
Social Media Policy

Yale University is dedicated to fostering a community of stakeholders who support the mission and purpose of the athletic department. In order to accomplish this, we realize the importance of communicating using social and new media channels. Employees, full-time, part time, and contracted, are expected to follow the same behavioral standards online as mandated by Yale University’s Policies and Procedures, the state of Connecticut, the Ivy League, and the NCAA. The same guidelines for interacting online with stakeholders, fellow staff, student-athletes or other university constituents apply as they do in the workplace.

1. You represent Yale University and Yale Athletics
Social media is a public microphone. As a part of the Yale Athletics staff, you are considered a representative of Yale Athletics and the University. Let your internet social networking do no harm to Yale, its athletic department, or to yourself, whether you’re navigating those networks on the job or off.

2. Use Good Judgment
Critical, negative, or disparaging comments about the University, an opponent of the university, or either’s student-athletes, coaches, administrators, conference, or fans can cause serious reputational harm to Yale University and can damage relationships, both within the University and external to the University. Such comments about the NCAA, the media, or Yale’s sponsorship partners can also be harmful.

3. Think Before You Post
There’s no such thing as a “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clearheaded. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.). Sharing any information that is confidential is not your place and you will be disciplined accordingly.
Disciplinary Policy

THE FOLLOWING ARE GROUNDS FOR IMMEDIATE DISMISSAL:

➢ Theft, gambling, unauthorized ticket sales or assisting an unauthorized ticket seller
➢ Using employee status to assist non-ticketed individuals to gain access
➢ Unauthorized possession of firearms or weapons
➢ Possession or use of illegal drugs or alcohol while on duty
➢ Chronic tardiness/absences
➢ Unprofessional behavior while at work
➢ Misuse of position, credential, or name badge to gain admittance to venues
➢ Any other conduct deemed unbecoming of an employee

Examples of Misconduct

➢ Dress code violation
➢ Missing a scheduled event without a substitute to cover
➢ Not showing up for scheduled office hours
➢ Working less than the number of required events each week without permission
➢ Not performing the duties asked of you as a student intern during an event
➢ Late for a shift, leaving early or taking breaks without permission from staff member
➢ Missing mandatory training seminars
Staff Questionnaire

First Name: ___________________________ Last Name: ___________________________

School Address: _____________________________________________________________

City: _______________ State: ____ Zip: _________ Cell Phone Number: ______________

Email: ___________________________ Hometown: _________________________________

In the event of an emergency, please contact: _______________Relation:______________

Emergency Telephone Number: _______________________________________________ 

Major: ___________________________ Expected Date of Graduation: ________________

1. Why are you interested in Yale University Athletics?

2. Describe past experiences (within and outside of athletics) that you feel have prepared you for an internship.

3. Has your major, or any classes you have taken, helped prepare you for a career in College Athletics

4. List any events, activities, etc. you have assisted with that relate to College Athletics.

5. How did you hear about our internship program?
Individual Volunteer Form/Contract

Yale University wishes to thank you for volunteering your valuable time, energy, and talents to the University. Your services will make a significant contribution to the University and our community.

I desire to volunteer at Yale University ("Yale") for the Student Intern Program position. I understand that volunteering does not entitle me to any preference or any paid employment position at Yale. I may terminate my participation in the activity at any time, and Yale may decline to accept my volunteer services at any time.

I understand that participation with the Position involves dangers, hazards, and risks, such as risk of injury, disability, and death. On behalf of myself and my heirs and assigns, I knowingly and voluntarily assume all risks associated with the Position and release the State of Connecticut, Yale, its trustees, officers, employees and agents (collectively the “Releases”) from any and all responsibility or liability for personal injury, emotional injury, death or property damage sustained by me during or because of my participation in the Position. I agree, for myself, my administrators, personal representatives, executors, predecessors, successors, agents, heirs, and assigns to release and hold harmless the Releases from any present or future claim for personal injury, emotional injury, death or property damage arising directly or indirectly from my participation in the Position, to the fullest extent permitted under law, including allegations or claims of negligence on the part of the Releases. I acknowledge that I am not entitled to receive any compensation under Yale’s Worker’s Compensation laws for any injury received by me as a result of my participation in the Position.

The Yale Athletics Department’s Absolute Values are to always tell the truth and to treat others as we would like to be treated. The department is strategically focused on five goals: Winning, graduating student-athletes, managing its fiscal affairs responsibly, complying with all Ivy League and NCAA rules, and growing and improving the game day experience.

As an intern with the Yale Athletic Department, you are held to each expectation listed in the handbook.

INTERN:  

SUPERVISOR WITNESS:

(signature)________________________  (signature)________________________

(printed name)____________________  (printed name)____________________

(date) ____________________________  (date) ____________________________
Employee Confidentiality Agreement
Department of Athletics

In consideration of my employment and/or continued employment at Yale University, I agree as follows:

I acknowledge that during the course of my employment with the University, I have become, and/or will become knowledgeable about the affairs of the Department of Athletics, including confidential information. For purposes of this Agreement, "confidential information" is defined as information disclosed to me or known by me as a consequence of my employment, and not generally known outside the Department of Athletics.

During my employment and after the termination of my employment, I will hold the confidential information of Yale University in trust and confidence, and will not use or disclose it, or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of my duties for the University. I understand that disclosure could be highly damaging to the University and its employees, students, alumni, donors, or others.

I will not remove materials containing confidential information from the Department of Athletics, unless authorized in writing to do so by my supervisor. Any and all such materials are the property of the Department of Athletics. Upon termination of any assignment or as requested by my supervisor, I will return all such materials and copies thereof to the Department of Athletics. Further, immediately upon termination of my employment, I will return to the Department of Athletics all automobiles, equipment, keys, identification cards, and all other property belonging to the University which I have in my possession, custody, or control.

I understand that if I violate this Agreement, I may be subject to disciplinary action, or legal action, or both.

INTERN:

__________________________
(signature)

__________________________
(printed name)

__________________________
(date)

SUPERVISOR WITNESS:

__________________________
(signature)

__________________________
(printed name)

__________________________
(date)
# Forms

<table>
<thead>
<tr>
<th>Submit the following forms to Yale Internship Survey</th>
<th>Check here when returned</th>
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<tbody>
<tr>
<td>Staff Questionnaire</td>
<td></td>
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<tr>
<td>Individual Volunteer Form/Contract</td>
<td></td>
</tr>
<tr>
<td>Employee Confidentiality Agreement</td>
<td></td>
</tr>
<tr>
<td>A copy of your class schedule</td>
<td></td>
</tr>
</tbody>
</table>

I have read and understand this handbook and am willing to abide by all Yale Athletic policies. Also, I understand that if any of the above requirements are not met, or I take part in any dishonest acts, I will be removed from the program.

Name (print): ________________________________

Signature: __________________________________

Date: ______________________________________