BUILDING TOWARD A CAREER IN COLLEGIATE ATHLETICS
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UNDERGRADUATE YEARS — DURING ACADEMIC SESSIONS

☑ Work or volunteer in your institution's department of athletics.
  ➢ With the athletics director or another athletics administrator, discuss opportunities that are experiential in nature.
    ■ Event management of athletics contests.
    ■ Special event management (for example, Hall of Fame, Alumni Weekend, Family Weekend).
    ■ Organization and execution of annual fundraisers (golf outing, etc.).
    ■ Event management of conference or NCAA championship/tournament events.
    ■ Student volunteer coach or manager.
  ➢ Build relationships with many staff members representing multiple areas within college sports.
  ➢ Diversify your experiences.
    ■ Athletics administration.
    ■ Athletics communications.
    ■ Coaching.
    ■ Compliance.
    ■ Facilities and equipment management.
    ■ Fundraising/development.
    ■ Sports medicine.
    ■ Strength and conditioning.
    ■ Student-athlete development.

☑ Volunteer to serve on athletics-related committees.
  ➢ Express interest in an athletics professional career to the director of athletics, other athletics administrators or coaches and volunteer to serve on athletics-related committees.
    ■ Search committees (for example, administrator or coach).
    ■ Student-Athlete Advisory Committee (SAAC).
    ■ Building project committees.
    ■ Special event planning committees (Hall of Fame, Alumni Weekend, Family Weekend, conference and/or NCAA championship committees).
    ■ Athletics board.

☑ Explore opportunities to work in the conference office (if applicable).
  ➢ Championship — volunteer support.
  ➢ Internship.
  ➢ Web-content management.

☑ Maximize related course offerings.
  ➢ Explore whether there are academic courses specifically designed for individuals pursuing a career in athletics (administration and/or coaching).
  ➢ Research and consult with your faculty athletics representative (FAR) if there are courses that provide a related skill set/knowledge base (coaching, business, accounting, event planning, health and safety, etc.).
Apply for and attend conference office and/or NCAA-sponsored events and athletics leadership programming.

- Attend NCAA-sponsored events (for example, NCAA Convention, Inclusion Forum).
  - Apply for the NCAA Student Immersion Program (ethnic minorities).
  - Apply for conference-grant funding (if applicable within your athletics conference).
  - Request institutional funding and support (if available).
- Apply for NCAA-sponsored student leadership programming.
  - Student-Athlete Leadership Forum.

Visit the career development office.

- Inquire about externship, internship, fellowship and job-shadowing opportunities in collegiate sports.
- Explore opportunities that will provide a related experience or opportunity to gain relative knowledge (for example, fundraising, event management, marketing, web-content management).
- Apply for experiential opportunities.
- Request resume review and development.
- Participate in mock interviews and etiquette sessions.
- Participate in informational interviews (in-person meeting or phone call).

DURING SUMMER/BREAK PERIODS

- Pursue experiential opportunities and build your network.
  - Participate in externships, internships, fellowships or jobs within collegiate athletics or outside the industry that will allow you to gain significant relative knowledge and skills.
  - Job shadow at nearby colleges, universities and conference offices — always expand your network.
  - Coach a local travel sports team (organize team travel, logistics, player management, etc.).

- Research opportunities to take coursework in athletics administration/athletics management/coaching not otherwise available at your institution.

- Obtain commonly required certifications for your desired profession. (Note: Check requirements for renewal and associated time deadlines)
  - Coaching licensure.
  - Health and safety certifications (automated external defibrillator, CPR, first responder).
  - Strength and conditioning certification.

- Research graduate schools that provide an advanced degree in athletics administration, sports/business management, and/or higher education.
  - Identify necessary prerequisites.
  - Determine what graduate assistant positions might be available (administration, coaching).
  - Plan a visit during the summer before your senior year.