



Nebraska Athletics - Community Relations Student Assistant

Hourly Wage: \$13.50

About the Job:

The Community Relations Student Assistant will report to the Assistant Director of Community and Charitable Relations. This position will assist in day-to-day office tasks including management of autograph and donation requests for Nebraska Athletics from nonprofit organizations, schools, military personnel, etc. Assist with football game day operations and provide hospitality for special guests. Assist with planning yearly awareness games for each team. Help plan and execute special community relations events including reunions, fan fest events, military appreciation events, and more.

This paid internship is ideal for a student interested in gaining experience in the sports industry, community relations, marketing or the nonprofit industry. The ideal candidate will possess excellent written and verbal communication skills and have a passion for developing relationships within the Lincoln community

Student workers can record a maximum of 20 hours per week. Additional hours may be logged based on the number of events that week.

Description of Duties:

- Assist with charitable donation requests and coordinate autographs with Nebraska coaches
- Host special guests at Nebraska football games
- Assist with promotions and recognition at Nebraska football and other sporting events
- Available nights and weekends to assist with community engagement events and promotions at sporting events
- Conduct small group tours of Memorial Stadium
- Run errands, send mail, organize documents, track inventory
- Other office tasks as assigned

Minimum Qualifications

- Full-time UNL student
- Excellent oral and written communication skills
- General knowledge of college athletics, specifically Nebraska Athletics



- Should be familiar with Nebraska men's and women's programs, coaches, and athletic director
- Available on nights, weekends and holidays to work athletic competitions and special events
- **MUST be available for every home 2025 Nebraska football game, including the 2025 Spring Game**

Preferred Qualifications

- Experience in customer service, community relations, marketing or advertising
- Interest or previous experience working in the sports industry

Please send a cover letter, resume and one reference letter to Kristen Nett at knett@huskers.com. All application materials are due on **March 24th, 2025.**