



Division III
DISCOVER | DEVELOP | DEDICATE



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.
 - [Career in Sports Forum](#).
 - [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.
- ▶ North American Society of Sports Management (www.nassm.com).



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