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| Job Title | Phoenix Suns and Phoenix Mercury Summer Intern | |
| Department | Rotate through different departments | |
| Work/FLSA Status | Part-time/Non-Exempt | |
| Reports To | Marketing Partnerships | |
| Salary | $9.00/hour | |
| *Job Purpose* | The Northern Arizona University – Phoenix Suns and Mercury Internship is designed to provide experience to one Northern Arizona University student in a professional sports organization. Associates will learn the business of sports first-hand from industry executives in an organization that strives to be the most successful and respected professional sports league in the world. | |
| *Primary (Essential) Duties*  Interns will be assigned to rotate through different departments for approximately 10-12 weeks. This will provide an opportunity to learn about how different departments play a role into the success of the Phoenix Suns and Phoenix Mercury. Rotations typically will be for four weeks but may be extended to meet the needs of the business. Listed below are some of the departments that the intern may rotate into:   * Marketing Partnerships (Activation & Sales) * Phoenix Mercury * Marketing * Sales * Game Operations * Public Relations * Guest Experience * Human Resources  |  | | --- | |  | |  | | | |
| *Knowledge, Skills and/or Abilities* | | * Have excellent written and verbal communication skills * Proficient in Microsoft Office * Dependable and detail-oriented * Ability to take initiative, be self-motivated and work independently with limited supervision * Must be able to work in a fast-paced environment * Strong leadership skills |
| *Experience/Education Requirements* | | * Must be a current Northern Arizona University student and meet all the requirements determined by NAU (see application process) * Sports related major preferred |
| *Working Conditions and Physical Demands* | | * Flexible schedule to include weekends, evenings, some holidays and some overtime to meet business needs * Must have housing in the Phoenix metro area for the duration of the internship (Housing will not be provided by Phoenix Suns and Phoenix Mercury)   *The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |

*This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.*

The Phoenix Suns are an Equal Opportunity Employer

M/F/D/V

**APPLICATION PROCESS:**

Applicants will first be screened by the School of Communication Screening Committee. The School of Communication Internship Screening Committee will evaluate all interested applicants and select 3-5 finalists that will be considered for an interview with the Phoenix Suns and Phoenix Mercury.

Interested applicants must submit the following by 5 pm Friday, April 1st to Rich Lei. This can be submitted in electronic form to [Richard.Lei@nau.edu](mailto:Kimberly.Mitchell@nau.edu) or hard copy form to the School of Communication, Room 301, attention: Rich Lei:

1. Cover letter of interest addressed to the Screening Committee. This letter must address:
   1. Your interest in the Phoenix Suns and Phoenix Mercury internship
   2. If you plan to pursue a career in the sports industry
   3. Your strengths and why you would be an ideal candidate for this internship experience
2. Resume
3. Unofficial transcripts from LOUIE

Students must have completed at least 89 credit hours and have a 2.0 GPA with a minimum of a “C” grade in all classes required for your major. You must have completed the School core (COM 101 and 200), University math and English requirements and the courses from your academic major as outlined below.

ADV 408: ADV 207, 307 and 310 or 311W

PR 408: PR 272, 371 & 372W

The Screening Committee will meet the week of April 4th to select 3-5 finalists that will move to the interview stage with the Phoenix Suns and Phoenix Mercury.