

**Position Title:** Facilities Internship

**Responsibilities**: Under the direct supervision of the Facilities Manager and the general supervision of the Vice President of Operations. Candidate will assist the Facilities Manager in the day-to-day operation for landscaping, repairs/maintenance, cleaning, and office staff support at Lewis Gale Field. Knowledge is helpful in the training, planning and scheduling the work of subordinate employees; knowledge in ordering, receiving, and maintaining inventory and records. Must enjoy the leadership role and possess integrity, character and vision. Must be a self-starter and self-motivated. Must be comfortable working in an extremely busy environment and be prepared to work extended weekends, nights, holidays, and whenever necessary.

**Qualifications/Experience:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree from four-year College or University with a major in facilities management, business or a related field; or the equivalent combination of education and experience in the field. Individual must be outgoing, energetic, motivated & professional; team player with excellent customer service and analytical skills; the ability to solve time-sensitive issues; possess good organizational skills; proactive in making suggestions, creating new ideas & trouble shooting while paying close attention to detail; posses the desire to work long hours in a labor-intensive environment with the ability to display strong customer relations skills.

**Dates:** January 2017 – September 2017

**Compensation:** $500 per month + shared housing

**Approx Hours:** Non-Game Days M-F 9:00 AM – 5:00 PM

Game Days 9:00 AM – 11:00 PM

Some weekends are required even when team is on the road.

**Contact Information**

Jerald Morgan

Facilities Manager

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