

<b>JOB TITLE:</b>	<b>Facility Services Intern</b>
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<b>FACILITY:</b>	Jacksonville Municipal Stadium	<b>FLSA:</b>	Hourly Non-exempt
<b>DEPARTMENT:</b>	Administration		
<b>REPORTS TO:</b>	Facility Services Manager		
<b>SUPERVISES:</b>	None		

**POSITION SUMMARY:**

Provides facility and event related assistance (participates in planning, coordination and administration) to the SMG Facility and Event Staff at Jacksonville Municipal Stadium, the nature of which will vary to meet management needs. Candidate must show ability to work independently and in a team environment. Must be highly organized and demonstrate attention to detail.

**MAJOR RESPONSIBILITIES:**

- Create, type and file facility and event related correspondence
- Provide assistance in the following areas: stadium events, football game support and post-game activities, other special events and concerts, guest services program
- Conduct walk-through inspections of facility areas
- Follow-up on Operational issues as assigned
- All other duties as assigned.

**WORKING CONDITIONS:**

This position is exposed to adverse conditions, including but not limited to all types of weather. Requires 40 hours per week including scheduled hours on early mornings, nights, weekends and holidays as required. Ability to move quickly from one area to another, manage multiple tasks at one time and manage time effectively is necessary.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ⇒ Current enrollment in college-level sport and facility management or related field which requires internship experience to complete degree
- ⇒ Highly organized, able to manage time effectively
- ⇒ Manage multiple tasks at one time
- ⇒ Excellent communication and interpersonal skills required
- ⇒ Proficient in MS Office applications
- ⇒ Ability to move quickly from one area to another

<b>APPLICATION:</b>	<b>Human Resource Department</b> <b>Attention: Aaron Wrench</b> <b>Fax: 904-630-0232</b> <b>Email: SMGHR@coj.net; OR</b> <b>In Person at Arena, HR Department</b>
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**APPLICATION DEADLINE:** Friday, April 30, 2007