



Sport and Recreation Management (SPM) Coordinator

Department: Sport and Recreation Management Program | School of Business

Reports to: Director of SPM Graduate Program | SPM Faculty/program leader

FTE: 1.0 FTE

Called: No

Staff Position: Yes

FLSA status: Exempt

Revised: 12.03.2024

POSITION SUMMARY

The SPM (Sport and Recreation Management) Coordinator will serve both the undergraduate and graduate Sport Management programs. The primary responsibility of this position will be the management of internship and mentorship programs, ensuring students have access to meaningful, career-focused field experiences. The coordinator will help connect students with opportunities that align with their interests, strengths, and career aspirations. Additional duties include strengthening relationships with external sports organizations, assisting with the development of the High School (HS) Dual Credit Course, and supporting various practicum and certificate programs (currently PGA Certificate students). This role requires hands-on leadership, teamwork, and a commitment to Wisconsin Lutheran College's (WLC) mission and values.

RESPONSIBILITIES:

- **Internship and Mentorship Program Management:**
Oversee students' success in their internship (undergraduate) and mentorship (graduate) experiences, ensuring alignment with their academic and professional goals.
- **Experience Placement Coordination:**
Work with the Director/Faculty of SPM to place students in internships and mentorships that suit their interests, career paths, and strengths.
- **Relationship Building:**
Strengthen existing relationships with sport organizations and create new opportunities for the SPM program to establish partnerships with additional external organizations.
- **Support for Adjunct Faculty:**
Assist adjunct faculty in setting up and maintaining the infrastructure for their courses, ensuring students have a successful learning experience.
- **High School Dual Credit Program:**
Collaborate with the Director/Faculty of SPM in managing the HS Dual Credit Program, providing opportunities for high school students to engage with college-level sport management coursework.
- **Support for Certificate Programs:**
Provide assistance to students enrolled in the SPM Certificate Programs, ensuring they have the resources needed for success.
- **Advising:**
Assist with academic advising for undergraduate and graduate students, guiding them in their course selection and career development.
- **Prospective Student Outreach:**
Conduct on-campus visits and engage with prospective students and their families, promoting the SPM program and its benefits.



- **Collaboration with Career Services:**
Work with Career Services to ensure students have access to a broad selection of experiential learning opportunities, including internships and job placements.
- **Orientation and Event Support:**
Help plan and execute orientation events for incoming students, and collaborate on the development of on-campus symposiums and speaker series related to sport management.

DESIRED QUALIFICATIONS AND REQUIREMENTS:

- **Religious Affiliation:**
 - Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
 - Must be a member in good standing with the WELS/ELS.
- **Educational Requirements:**
Bachelor's degree required; Master's degree preferred in a sport-related or higher education field.
- **Experience:**
 - Previous experience in the sports industry or as a collegiate student-athlete.
 - Experience in higher education or a mission-driven organization is highly desirable.
- **Skills and Abilities:**
 - Strong interpersonal and communication skills, with the ability to lead teams and foster collaboration across departments.
 - Proven ability to manage projects and work effectively in a fast-paced environment.
 - Proficiency in Microsoft Office Suite, and ability to learn new platforms and systems as needed.
 - Ability to work independently, both on-campus and remotely.
- **Physical Requirements:**
 - Ability to stand, walk, sit, and climb in carrying out daily duties.
 - Ability to lift up to 50 lbs. periodically.
- **Travel Requirements:**
Must be willing to travel occasionally to meet with WLC partners, external organizations, and school visits.
- **Work Environment:**
This is a full-time position that may require occasional evening and weekend work, depending on program needs.