

**Cal Athletics Travel Department Intern  
University of California, Athletic Department  
(Berkeley, CA)**

**JOB SUMMARY:**

The Department of Intercollegiate Athletics staff consists of more than 200 staff members and coaches and sponsors 27 varsity sports programs. These 27 programs include more than 850 student-athletes who participate in various sports events annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an intern for our Travel Department. This internship will last 4 months with the possibility of extension and will be unpaid but may be used to meet college program credit requirements.

The intern will assist the Cal Athletics Travel Department and will support all aspects of Intercollegiate Athletic travel. Individuals will develop skills to help plan and arrange airfare, lodging, and transportation for team travel, coaches' recruiting trips, prospective student athletes' official visits to campus and staff travel. The intern will also learn how to enforce cost containment strategies, aid assistant coaches in maintaining their travel budgets and reconcile all expenses and invoices associated with travel.

**RESPONSIBILITIES:**

Travel Arrangements

- A. Assist with all travel arrangements for the Athletic Department. This includes team travel (27 Intercollegiate teams), recruiting (100 coaches traveling year-round throughout the world), visiting prospective student athletes, staff and local travel.
  - 1. Begin to research and negotiate the terms/conditions/rates for team travel accommodations with outside vendors for team hotels, meal functions, and ground transportation.
  - 2. Help secure, review and process contracts and direct bill applications for hotels and bus companies.
  - 3. Aid in coordinating trip details and updating changes the week of travel. This will include providing hotels with rooming lists, team itineraries, special instructions from the coaches, and confirming flight times and pick-up and drop-off locations and times for ground transportation.
  - 4. Compile Team Travel Packets for each team the week of travel.
  - 5. Work with coaches and budget managers to coordinate upcoming year's-travel.
- B. Serve as the business office liaison with corporate sponsors in the Travel sector.
  - 1. Drive business to designated corporate sponsors.
  - 2. Track trade usage for accounting purposes.
- C. Issue-and manage department direct bill credit cards. Educate staff on proper use.
- D. Schedule and manage the Athletic Department's vans.

Travel Administration

- A. Assist in preparing and processing all paperwork associated with travel. Ensure compliance with IA Department, University, and NCAA policies, as well as Pac-10 conference rules.
  - 1. Learn and enforce proper procedure for all travel arrangements, including using the correct forms and obtaining proper approval levels.

2. Prepare BFS Purchase orders.
  3. Review and process invoices for payment
  4. Update various IA department databases in order to track trips, hotel reservations, flight itineraries, etc.
  5. Field phone calls made to the Travel Office.
  6. Copy, file, and fax Travel Department request forms, contracts, invoices, and purchase orders
- B. Review requests for travel advances and distribute.

#### **REQUIREMENTS AND QUALIFICATIONS:**

**Required:** Excellent computer skills. Exceptional communication skills, both written and verbal. Excellent customer service skills. The ability to problem solve, multi-task, handle and prioritize a heavy workload and perform under pressure. Organized and detail oriented. Able to work 20 hours per week.

**Preferred:** Completed Bachelor's degree or fulfilling final credits required to complete Bachelor's degree. Master's degree or degree candidate preferred. Ideally looking for someone interested in college-level athletics and working in a travel field.

*For more information on our department, please visit [www.calbears.com](http://www.calbears.com). The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.*

**APPLICATION INSTRUCTIONS:** Please send your resume, cover letter and references to [workforcal@berkeley.edu](mailto:workforcal@berkeley.edu) .