SENIOR SEMINAR

What are the objectives of SPT 4850, Senior Seminar? The course is designed to assist upper classman on how to take that next step whether it is continuing to graduate school or finding that dream job. This year’s class started that journey on Monday, August 20, 2012. During the semester they will be refining their resumes, learning how to write effective cover letters, discovering how to find available internships and jobs and developing interview techniques. In addition, they will reflect on trends in sports and how they might impact their futures. The class will finish off the semester by volunteering at a charity golf tournament. After their first class, the students headed over to the University Center to check out RecFest, The purpose of RecFest is to introduce the student body to the various offerings at Campus Recreation.

Volunteering may be good for your health! Allie Mendoza, a happiness, health and wellness coach at Easy-Ways.com reports that there are many health benefits from being a volunteer including an increase in your sense of well-being, exhilaration and euphoria! So volunteer and make yourself and someone else happy!

Helpful Information

- Contact Professor Nancy Olson for more information
- onancy@nova.edu
- (954) 383-1132
- Call or email to arrange a meeting

Special points of interest:

- **SPT 2950**—Practicum: Requires a minimum of 75 hours of experience for 3 credit hours.
- **SPT 4951**—Internship: Requires 150 hours of experience for 6 credit hours.
- **SPT 4950**—Internship: Requires 300 hours of experience for 12 credit hours.
- **Volunteer Assignments**: Take advantage of opportunities to enhance your resume. Employers value your community involvement!
- **Reminder to all students doing a practicum or internship—SEND YOUR LOG VIA BLACKBOARD TO PROFESSOR OLSON EACH MON-
OPPORTUNITIES

VOLUNTEER

Hispanic Unity needs volunteers for their Gala on September 22, 2012. Here’s a chance to help a worthy cause and add the experience to your resume. Contact Professor Olson if you are interested.

CONGRATULATIONS TO SPT MAJOR ABBEY GITTINGS!

STAFFORDSHIRE, England – Nova Southeastern women’s golfer Abbey Gittings (Sr., Tamworth, England) moved up four spots after the final two rounds of play at the English Women’s Amateur to finish in a tie for 19th place. Gittings finished with a four-round score of 308, 16-over par.

Playing at The Little Aston Club in Staffordshire, England, the 2012 NCAA Division II Individual Champion, made the cut Wednesday, giving her an opportunity to play for the title today. Playing two rounds, Gittings opened the day with a third-round score of 76, before finishing the tournament with a 79.

Alexandra Peters, representing the Notts Ladies Golf Club, won the event with a four-round score of 289. She was the only play under par at three-under.

Gittings will be returning to NSU to begin her senior year this fall. She has the opportunity to become the third back-to-back individual national champion at the D-II level and the first since Charlotte Campbell from Rollins in 2003 and 2004.

The Sharks will be seeking for their fifth straight team title, which would be the most consecutive titles of any D-II team and tie them with Rollins for the most total titles since the NCAA began hosting a D-II championship in women’s golf in 2000.

Release courtesy of NSU Athletics.
Nico Crecco (left) and Tiffany Richardson (right) display their RecFest Passports along with Dr. Marilyn Gordon, a registered dietitian and licensed nutritionist.

Tec Clark, Assistant Director for Scuba Development and Instruction, talks to the students about scuba diving opportunities.
BUSINESS OPERATIONS SPECIALIST

About Super Fan Sports Fundraising:
Super Fan Sports Fundraising, LLC (SF²) was founded on the principles of offering charitable and nonprofit groups quality and authentic licensed sports merchandise for use in fundraising. The goal of SF² is to provide unique fundraising programs offering a wide variety of premium licensed products, including professional (NFL, MLB, NBA, NHL) and collegiate (NCAA). The objective is to become a leader in the $4 billion product fundraising industry, providing millions of dollars to assist local schools, athletic organizations and charitable groups, utilizing a national sales force in every major sports market in the country.

Definition of Position:
Performs office and operations support activities for multiple supervisors. Extensive software skills are required, as well as Internet research abilities, strong communication and interpersonal skills. Good organization skills and attention to detail a must.

Position Activities:
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Provides customer service support such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Establish and maintain relationships with vendors.
- Maintains office files, including partner, contacts, employee, customers, etc.
- Manage ancillary corporate events, including Board meetings, Planning/Strategy summits, holiday party, etc.
- Participates in the orientation of new employees.
- Function as liaison for the company with participating organizations and the company’s sales reps.
- Assist in all company areas as needed including Operations, Finance and Sales.
- Assist Sales Department in coordinating new leads and distributing sales materials.
- Resolve order errors and communicate with customers as needed to provide the utmost in customer service.
- Maintain communication with suppliers and fulfillment house.
- Update database to account for inventory.
- Basic accounting activities such as invoicing, logging payments, and collections.
- General office assistance and administrative duties as assigned.

Position Requirements:
- Ability to make administrative/procedural decisions and judgments.
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- Records maintenance skills.
- Database management skills.
- Understand basic general accounting principles.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Organizing and coordinating skills.
- Ability to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.
- Word processing and/or data entry skills.
- Ability to communicate effectively, both orally and in writing.
- Microsoft Office skills.
- Good communication skills; SAP Business One software experience a big plus.
- Strong customer service skills.

Part-time position, 25-40 hours per week
Compensation: $10-$13/hour, depending upon experience
Position Available: Immediately

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www.supertansportsfundraising.com
INTERNSHIP & JOB FAIR

TUESDAY, SEPTEMBER 25
11:00 A.M. - 2:00 P.M.
Don Taft University Center,
Second Floor, Basketball Courts

MEET OVER 50 EMPLOYERS INCLUDING:
Sun Sentinel
TD Bank
Kraft Foods
Norwegian Cruise Line
Marcum LLP
Target
Kaufman, Rossin & Co.
Peace Corps
Ahearn Jasco + Company
City Furniture

Business professional attire is required.

Bring your NSU ID. For more information, email careerfair2012@nova.edu or call (954) 262-7201.