



## Championships Department Intern

**(Start date: July 1, 2015 – June 24, 2016)**

\$1000/month - no benefits

The NAIA is accepting applications for its Championships internship, which is a paid, 11-12 month position that will allow hard-working, enthusiastic individuals the opportunity to gain valuable experience in administering championship events at the national level. The goal is to give the intern a good knowledge base of how to administer an NAIA Championship from start to finish.

Responsibilities vary. They include, but are not limited to:

- Assisting Managers of Championship Sports in preparation for national championship events
- Coordinating the collection and distribution of championship information and conference tournament plans
- Preparing championship selection materials
- Assisting in updating the championships website and sport coaches manuals
- Assist with the coordination of the Men's DI Basketball tournament as well as onsite activities
- Assist with sports committees facilitating ratings process
- Other duties as assigned.

Candidates must possess ability to work independently, understand and carry out oral and written instructions; effective oral and written communication skills; strong knowledge of Microsoft and Excel software for Windows.

If you meet the criteria, please fill out an application online at <https://ciims.cindexinc.com/job/2afd32>

- The top of the page will say "NAIA." Please follow the directions and complete the entire application process, selecting "*Championship Department Intern*".
- **You must upload a single PDF that contains a cover letter, resume, and list of three references for your application to be considered.**