



Compliance and Administration Internship

Responsibilities:

The Summit League, an NCAA Division I conference, is accepting applications for a Compliance and Administration Intern. The Compliance and Administration Intern will primarily assist the Assistant Commissioner for Compliance with the operation of the League's compliance program, including National Letter of Intent processing, preliminary review of medical hardship waivers, maintenance and monitoring of compliance-related records, and assisting in providing NCAA rule interpretations and guidance to member institutions. The Intern will also assist other League staff with championship, conference meeting, and other research projects as necessary.

Qualifications:

BA/BS required; advanced degree preferred. Preferred qualifications include strong analytical skills, strong basic computer skills, the ability to communicate effectively both verbally and in writing, experience within an athletic department or conference (preferably in compliance), and a desire to work within college athletics administration long term.

Employment Period:

One (1) ten (10) month commitment starting August 1, 2015 and ending on May 31, 2016.

Remuneration:

A taxable stipend of \$1,500 per month for the 10-month commitment. This position is not benefits eligible.

Please send a resume, cover letter and 3 references by June 15, 2015 to:

Matt Boyer

Assistant Commissioner for Compliance

boyer@thesummitleague.org