



NAIA National Office Career Opportunities

PAID INTERNSHIPS – FULL-TIME

Legislative Services Department Intern

10-Month Internship (June 30, 2014 - April 30, 2015)

\$1000/month - no benefits

Duties include, but are not limited to: Take a major role in the daily tasks of the department, such as reviewing medical hardships, investigating violation issues and providing general rules information to interested parties. Interns also take part in more extensive projects, such as an intensive review of current NAIA eligibility requirements as part of the association's academic standards review, development of educational materials based on the NAIA Official and Policy Handbook, and addressing various business and legal topics that impact the association.

Qualifications: Bachelor's degree from an accredited four-year institution required; graduate degree preferred. Applicant must possess excellent interpersonal, oral and written communications skills; demonstrated ability to exercise independent judgment and initiative; willingness to learn and work within a team environment; able to provide superb customer service to membership; willingness to assist in training and education efforts; understand and enforce confidential nature of violations and sensitive issues.

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.

Championships Department Intern

12-Month Internship (July 1, 2014 – June 27, 2015)

\$1000/month - no benefits

The NAIA is accepting applications for its Championships internship, which is a paid, 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, but are not limited to: Assisting Managers of Championship Sports in preparation for national championship events; coordinating the distribution of championship information; preparing championship selection materials; assisting in updating the championships website; distribute and collect conference tournament plans; assist with the coordination of the Men's DI Basketball tournament as well as onsite activities; assist in the updating of sport coaches manuals; assist with sports committees facilitating ratings process; while performing 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.

NAIA Division I Men's National Championship Intern

8-Month Internship (Start date September 4, 2014 – April 29, 2015)

\$1000/month before - no benefits

The NAIA is accepting applications for its Championships internship, which is a paid, 8-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, but are not limited to: Assist the Division I Men's Basketball Tournament Director in preparation for the 2015 national championship; coordinate the communication and distribution of championship information, promotional materials and credentials. Manage the process for group and reserved tickets while coordinating efforts with Sixth Man Ambassadors; coordinate concourse activities, practice sites and Special Events: NAIA Basketball Night and Honorary Coach Drawing. Intern will act as staff liaison to the Heart of America Athletic Conference in support of the Parade of Champions, Pep Bands and practice site preparation while performing 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.

NAIA Division I Men's Basketball National Championship Intern

4-Month Internship (Jan 2015 – April 25, 2015)

\$1000/month before - no benefits

The NAIA is accepting applications for its Championships internship, which is a paid, 4-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, but are not limited to: Assist the Division I Men's Basketball Tournament Director in preparation for the 2015 national championship; coordinate the communication and distribution of championship information, promotional materials and credentials. Manage and coordinate concourse activities, sponsorship fulfillment, tournament operations and Special Events: NAIA Basketball Night and Honorary Coach Drawing.

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.



Communications/Sports Information Department Intern 11-Month Internship (Approx. July 1, 2014 through May 31, 2015)

\$1000/month - no benefits

Duties include, but are not limited to: Ability to correctly use the NAIA brand in various tasks such as: writing feature stories; writing national press releases; organization of historical archives; maintaining national website; preparing/staffing for national championship tournaments, designing specialty materials; archiving past national championship history; maintaining a photo archive system; compiling statistics and ratings; creating publications for the department and association; creating web banners while performing other duties as assigned.

Candidates must possess ability to understand and carry out oral and written instructions; willingness to learn in a team environment; strong organizational/people skills; effective writing/editing skills and knowledge of InDesign/Photoshop and website content management system (Titan) is desirable.

FOR CREDIT ONLY Fall 2014 and Spring 2015

The NAIA is looking for motivated and innovative collegiate students who are looking to fulfill credit hours to complete your degree in a field related to athletics (marketing, sports management, journalism, etc.). Semester-long internships are available to gain valuable experience in several facets of the NAIA's work.

Summer Internships (8 weeks) June 16 - August 8, 2014

The NAIA is looking for 3-5 NAIA motivated and innovative collegiate student-athletes who desire career experience. Interns will participate and gain valuable experience in several facets of the NAIA's work. As an intern, you will be involved in the daily work of several departments including but not limited to;

Champions of Character

Assist with the preparation of local and national programming; maintain and organize inventory, coordinate the distribution of the 5 Star Institution Award; spot check Character-Driven online coaches training; assist in the updating of materials and resources.

Eligibility Center

Document processing assistance, handle international sample records resource binder, calculate GPA or incoming freshman, research sport leagues and athletic structures around the world, edit resources, writing E-news articles, archiving of cases.

Marketing

Execute sponsorship contracts, administrative help with sponsorship book and digitizing contracts, research software to complete year-end reports, champions of character luncheon planning.

Sponsorships and Development



Research summer camps and development leagues managed by NAIA coaches, scan historical sponsorship agreements for archiving, assist with phone calls, emails and customer service for the NAIA Showcase.

NAIA Eligibility Center Career Opportunities

SEASONAL – FULL-TIME

If you are someone who is easy going, a focused listener and can execute an endless stream of tasks in an orderly fashion.

1. **EC Solutions Team:** respond to telephone and e-mail inquiries from a wide variety of stakeholders (e.g., students, parents, coaches, counselors, athletic administrators) on many topics, including how the NAIA Eligibility Center works, status of a particular student, questions about documents required, and campus responsibilities.

If you are someone who thrives on multi-tasking, are driven to be accurate, enjoy research to pursue factual information, are orderly and streamlined and enjoy managing systems and processes.

2. **Standard eligibility decisions:** review students' registration information and related academic information (e.g., high school transcripts, standardized test scores) for the purpose of establishing initial NAIA eligibility. Approximately 90% of the center's eligibility decisions will be relatively straightforward, and will require some communications with high schools to clarify the information received.
3. **Eligibility decisions for transfer students:** assist full-time NAIA Eligibility Center staff members in review of academic transcripts and other information to ensure proper application of NAIA transfer rules. Seasonal employees will be required, in these cases, to acquire a solid understanding of selected NAIA academic and eligibility regulations.
4. **International students:** assist full-time NAIA Eligibility Center staff members in review of academic transcripts and (for selected domestic and international students) athletic experiences outside the traditional collegiate setting after high school graduation. Familiarity with one or more foreign languages is preferred but certainly not required. A significant part of this work will entail independent research of competition in countries most actively recruited by NAIA coaches in selected sports.

Anticipated Start Dates: Start dates will fall between May 6 – June 24, 2014 and end between October and February (depending on needs).

Application Process

If you meet the above criteria, please fill out the application here.

<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 the opportunities you are applying for.*

Please also upload a single document that contains a cover letter, resume and a list of three references.