



Position: Administrative Intern

Job Overview:

The Administrative Intern will be provided with an opportunity to contribute to a number of different departments operating within an NCAA Division-I Athletic Conference. This will create a unique internship experience that allows the intern to gain a comprehensive level of experience across several departments, identify areas of professional interest for post-internship pursuits, and strengthen their resumes through diverse experiences. Interested candidates should send a resume and cover letter to Stephen Dolan, Associate Commissioner at stephend@bigsouth.org.

Terms of Employment:

This will be an unpaid internship, though the Big South Conference will work closely with your educational program to secure course credit when applicable. The internship will be structured as either a semester (Fall/Spring) internship, a summer internship, or a full academic year internship as defined by your academic program. Intern will be expected to represent himself/herself in a professional manner at all times. Hours of employment will generally be standard business hours (8:30AM – 4:30 PM) Monday through Friday, with occasional nights and weekends required. Hours are to be served in-person with occasional remote days permitted.

Primary Responsibilities:

The Administrative Intern will assist in each of the following areas:

Compliance/Student-Athlete Development

- Assist with all areas of NCAA Division-I compliance and governance.
- Develop innovative ideas for educational outreach to member institutions.
- Actively participate in CCACA and Big South Conference Calls and in-person meetings
- Assist in the planning and operation of student-athlete outreach events, including in-person SAAC meetings and the Big South Leadership Conference.

Championships

- Support championship staff with awards, gift distribution, manual, site visits, logistics and event operations.
- Potential for on-site assistance at Big South Championships when/if travel schedule allows.
- Assist in the creation and approval of championship documents, including evaluations, scheduling, and budgets.

Administration

- Assist with event planning for council meetings, media days, etc.
- Support Conference staff with mail distribution, filing and research projects.
- Approve officiating assignments and prepare invoices for member institutions.
- Assist with the preparation and operation of coach's meetings, administrative meetings, and conference calls.

Management

- Answer and direct incoming telephone calls to appropriate conference staff.
- Greet all visitors to the conference office in a welcoming and professional manner.

- Other tasks as assigned by conference office staff.