UIS Athletics Compliance Intern

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Agency Contact: Hayley Treadway, Assistant Athletic Director for Compliance/SWA

How should I contact this agency? E-mail

How should students submit cover letters and resumes? Email

General Description of agency or business
The University of Illinois Springfield Intercollegiate Athletic Department is a Great Lakes Valley Conference NCAA Division II member. Currently, the department sponsors to 180 student-athletes across 11 sports. UIS Athletics believes in the importance of life in the balance. This concept teaches student-athletes the importance of balancing classes with being an athlete and volunteer. Our department creates partnerships with the Springfield community to create a fun, family game environment and experience for all.

Internship or Job Description

NCAA Compliance Intern
- Work in conjunction with the Assistant Athletic Director for Compliance on education, monitoring and enforcement of all University, GLVC, and NCAA Division II rules and regulations.
- Assist in the documentation and monitoring of adherence to NCAA recruiting rules.
- Utilized Compliance Assistant Software (CAi) to input student-athlete and team data
- Perform research on rule interpretations and education columns on the NCAA Legislative Services Database (LSDBi)
- Help research and compile materials for Coaches’ rules education sessions.
- File and organize paperwork to help in transition to SY 2015-16.
- Assist in the administration of the National Letter of Intent program.
- Other small projects and duties as assigned

Qualifications for the position:
- Working towards earning a degree in Sports Management/Administration or Legal Studies.
- Interest in college athletics or sports law.
- Highly organized, and detail oriented.
- Professional writing skills.
- Exceptional verbal communication and people skills.
- Ability to work independently and exercise judgment in response to a variety of situations, questions and people.
- Demonstrates working knowledge of Microsoft Word and Excel.

Basic student learning anticipated
Student will gain an in-depth perspective into the internal workings of an NCAA Collegiate Athletic department, and all of the rules and monitoring duties that are imposed. A must-have experience for someone interested in a career in Athletic Administration.

Hours per week: 10-30
Number of weeks: 10-14
Position Available: Fall, Spring, and Summer

Unpaid...