

Eligibility Center Position Description: Compliance Intern

Intern position description:

The NAIA Compliance Internship is a semester-long program that allows the intern to gain an understanding of NAIA eligibility. The intern will master initial eligibility requirements, policies, and processes through work with the NAIA Eligibility Center. The intern will also have an opportunity to gain exposure to ongoing eligibility and certification through projects with the NAIA Legislative Services department.

The 2018 program will be held during the spring semester, with exact dates to be determined by the intern and supervisor.

Qualifications:

Current student pursuing a bachelor's or graduate degree in sports management or related field. 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.

Intern expectations:

- Interns have a willingness to learn and develop their professional skills
- Interns show initiative
- Interns conduct themselves professionally
- Interns participate in department meetings and discussions
- Interns provide high-quality deliverables
- Interns meet deadlines

Intern responsibilities:

- Obtain and demonstrate mastery of NAIA initial eligibility rules, processes, policies and procedures
- Contribute to eligibility-related research which may include: international education systems, non-collegiate athletic leagues, initial eligibility requirements, and others
- Participate in development activities including, but not limited to, conference calls and workshops
- All other duties as assigned