

Wisconsin Interscholastic Athletic Association

Internship



APPLICATION

Inquiries and application materials can be submitted to:

Kassie Mortimer, Assistant Director
kmortimer@wiaawi.org
(715) 344-8580

The Wisconsin Interscholastic Athletic Association provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or handicap.

wiaawi.org

An intern experience through the WIAA will provide the candidate with a broad and in-depth exposure into many areas of education-based athletics.

During the internship, the candidate will be involved with the planning and production of WIAA state championship events, attend membership, committee and staff meetings, be involved with daily office duties, special projects and other organizational operations.

This is a semester-long internship and is unpaid; however, all related expenses, such as hotels, meals and other costs related to WIAA-specific duties will be paid for by the organization. If the candidate meets expectations, there will be a \$500 honorarium awarded upon the completion of the internship.

MINIMUM QUALIFICATIONS

- ◆ Working towards an Associate, Bachelor or Graduate Degree in sports management/administration, communications, technology, graphic design, marketing or another relevant field of study
- ◆ Proficient in a wide array of technology areas

PREFERRED QUALIFICATIONS

- ◆ Experience working in a sports setting
- ◆ Ability to work during the hours 7:30am to 4pm, Monday-Friday, exact hours to be determined
- ◆ Ability to work some nights and weekends

DAILY DUTIES

- ◆ Attend staff meetings and event planning sessions
- ◆ Assist in preparations for tournament series and state championship events
- ◆ Assist with social media
- ◆ Participate in special projects
- ◆ Update WIAA webpage archives
- ◆ Create tournament planning packets
- ◆ Assist with tournament financial statements
- ◆ Prepare school and licensed officials' mailings
- ◆ Assist with marketing, sponsorships and fulfillment
- ◆ Provide general information to school administrators, coaches and spectators regarding WIAA policies and tournament guidelines
- ◆ Attend WIAA Championships and provide on-site assistance as needed
- ◆ Other office duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Strong communications skills
- ◆ Detail-oriented
- ◆ Self-motivated
- ◆ Enthusiastic about education-based athletics