



Job Description – General Sports Administration Intern

Title:	General Sports Administration Intern
Employer:	North Carolina High School Athletic Association, Inc.
Salary:	For college/university course credit
Application Deadline	Fall semester: August 11 Spring semester: January 1 Summer Session I: April 1 Summer Session II: May 1
Reports to:	Appropriate staff members, depending upon area of work focus
Commitment:	Fall semester: Sept. 1 – mid-December. Spring semester: mid-January – mid-May Summer Session I: mid-May – Late June (5-6 weeks) Summer Session II: Early July – mid-August (5-6 weeks) Flexible hours, depending upon number of hours required; some weekend work at state championship events or other special events.
Working Hours:	Flexible; office is open M-F 7:30a-4:30p; weekend work at championships or special events
Office Location:	Chapel Hill, NC

JOB SUMMARY

The General Sports Administration Internship will primarily assist with administrative aspects of high school sports. The General Sports Administration Intern will assist various Departments with planning and execution of various aspects related to health, safety, and wellness; marketing and development; communications and media relations; finance; and officiating. The Intern will assist with event site set-up and event operation support related to marketing initiatives including but not limited to on-site branding and partner activations, social media posts, hospitality set-up, and networking with special guests. Intern will participate in post-event evaluation process. Interns will receive hands on experience in numerous aspects of sports administration.

SPECIFIC DUTIES

Operations & Marketing:

- ✓ Provide assistance with management of event gear, supplies, digital ticketing, and vendors.
- ✓ Execution of event site set-up (branding).
- ✓ Help facilitate social media updates throughout state championship events.

Communications:

- ✓ Assistance in organizing media lists, serving as media point of contact at certain events and ensuring final scores are distributed to communications staff for event write-ups.
- ✓ Wells Fargo Cup Project
 - Help gather annual conference standings and state championship standings.
 - Calculate the annual points for each Wells Fargo Conference Cup Winner and each Wells Fargo State Cup Winner.
 - Organize seasonal and/or final results.
 - Help facilitate the ordering and distribution of winner cups and banners.

Officiating:

- ✓ Assist in Rule Book mailings to NCHSAA Officials for the winter season.

Health, Safety, & Wellness:

- ✓ Help record athletic trainer/first responder information in Dragon Fly.

- ✓ Organize planning structure regarding health/safety preparation for championship events.
- ✓ Assist with production of educational videos that pertain to health, safety, and wellness.

Other Duties:

- ✓ Assist with daily tasks related to administrative tasks for sporting and non-sporting activities.
- ✓ Other duties as assigned.

Necessary qualifications:

- ✓ Must be at least 18 years of age and enrolled in your sophomore, junior, or senior year at an accredited college or university.
- ✓ Knowledge about youth sports helpful
- ✓ Sound oral and written communications skills
- ✓ Effective organizational skills for managing multiple tasks
- ✓ Ability to lift 50 pounds
- ✓ Knowledge about Microsoft Office Suite
- ✓ Friendly demeanor

Stipend:

- ✓ Sports General Administration Intern will be required to work on-site at multiple state championship events and potentially non-sports event (i.e. Regional Meetings and Student Athlete Advisory Council session and similar events). These events may occur during weekends and/or non-business hours. Sports General Administration Intern working during these events will be paid a travel reimbursement if driving personal vehicle and will be provided with appropriate meals and event apparel.
- ✓ Intern coordinating the State Cup and Conference Cup program may be eligible for a stipend.