

## MIAC ASSISTANT COMMISSIONER INTERN - POSITION ANNOUNCEMENT (*Two-Year Internship*)

**Employer:** Minnesota Intercollegiate Athletic Conference (MIAC)

**Position:** MIAC Assistant Commissioner Intern (two-year internship)

**Location:** Bloomington, Minnesota (by Mall of America)

**Salary:** \$35,000 per year (internship funded through NCAA Div. III Pathways to Excellence Internship Grant)

**Benefits:** Housing - \$3,000; Health - \$1,000; Cell Phone - \$600; Professional Development - \$3,000 (each annually)

**Posted:** April 21, 2025

**Start Date:** August 1, 2025

**End Date:** May 28, 2027

**Application Review:** Review of applications begins May 6 until position is filled



The MIAC seeks qualified applicants for the position of **MIAC Assistant Commissioner Intern**. This is a two-year internship funded primarily through the NCAA Division III Pathways to Excellence Internship Grant program. The internship will provide an opportunity to gain valuable experience in the management of day-to-day operations of a collegiate athletic conference, expand professional network, and help oversee operations and events. The Assistant Commissioner reports to and is under the direct supervision of the Commissioner. The office is located in Bloomington, Minnesota.

### MIAC ASSISTANT COMMISSIONER INTERNSHIP DESCRIPTION

**Strategic Planning (30%)** - The intern will take a lead role in driving MIAC's Strategic Plan initiatives and goals through effective implementation, oversight, and collaboration across various sectors. Key responsibilities include facilitating subcommittee meetings, managing timelines, and working closely with ADs, SWAs, FARs, and Coaches. The strategic plan emphasizes five core areas: athletics, academics, well-being, integrity, and community. This position will work extensively with subcommittees, including competition, event management, health and safety standards, revenue generation, and community, coordinating discussions, preparing materials, and ensuring project progress.

**Game Environment Study & Improvement Implementation (20%)** - The Game Environment Study & Improvement Implementation priority focuses on enhancing athletic venues and game-day experiences across the MIAC's 13 member institutions. The individual will develop comprehensive survey tools to collect data on venue facilities, hosting practices, communication strategies, and good conduct initiatives from all member campuses during the grant's first year. In the second year, the individual will conduct a data summary and analysis. The role involves collaborating with member schools to implement best practices in facility management, optimize athletic environments, and propose cost-effective improvements for enhanced game-day experiences. A key deliverable will be the creation of a MIAC Visitors Guide, serving as an ongoing resource for member institutions. This initiative aims to significantly improve the overall quality and consistency of athletic environments throughout the conference, ultimately enhancing the experience for student-athletes, spectators, and host institutions alike.

**Championship & Playoffs and Special Events Director (15%)** - Assist in the planning and execution of conference championships and playoffs, including budgeting, event logistics, and game-day management. Collaborate with conference staff and host institutions to enhance championship events, particularly focusing on the golf and swimming & diving championships, ensuring a memorable and positive experience for participants.

**Communications (15%)** - Support conference communications, including social media, awards, website content, and sports information updates. Engage in writing feature stories, capturing photos and video, and developing social media to elevate the conference's visibility and engagement.

**Conference SAAC Advisor (5%)** - Lead the MIAC Student-Athlete Advisory Committee (SAAC) meetings, coordinate NCAA and MIAC-related updates, and gather feedback from SAAC members. Organize SAAC-led community projects, including partnerships with Special Olympics, and establish additional educational opportunities for student-athletes (i.e: Work In Sports Seminar, Mental Health).

**Additional Duties/Projects Assigned by Commissioner (15%)** - As a versatile team member, the individual will gain experience in every aspect of college athletics administration and will support conference initiatives in compliance, scheduling, officiating, budgeting, awards, grants, professional development efforts, and coaches' meeting administration.

### QUALIFICATIONS

A bachelor's degree is required; a graduate degree is preferred. Candidates should have a minimum of two years of experience in athletic administration and an interest in pursuing a career in a collegiate conference office. Excellent written and verbal communication skills are essential.

### APPLICATION INSTRUCTIONS

Candidates should send a **resume** and **cover letter** (combined in one PDF) to the MIAC, c/o Dan McKane, via email: [dpmckane@miacathletics.com](mailto:dpmckane@miacathletics.com).