

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



Employer: Minnesota Intercollegiate Athletic Conference (MIAC)

Position: MIAC Assistant Commissioner Intern (One-year internship)

Location: Remote (Championships and Meetings In-Person)

Salary: \$35,000 (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

Posted: June 1, 2026

Start Date: August 3, 2026

End Date: May 28, 2027

Application Review: Review of applications begins immediately until the position is filled

The MIAC seeks qualified applicants for the position of **MIAC Assistant Commissioner Intern**. This is a one-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 position reports to and is under the supervision of the Commissioner.

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 the membership. This position will work extensively with subcommittees, coordinating discussions, preparing materials, and ensuring project progress.

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, with particular focus 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.

Corporate Sponsorships (10%) - Assist with the development, activation, and stewardship of the MIAC's corporate partnership program. Work closely with the Commissioner to identify and cultivate prospective sponsors, research industry trends, and support partnership outreach efforts. Coordinate sponsor fulfillment and activation opportunities. Assist in preparing sponsorship proposals, presentations, and annual partnership reports while tracking inventory and deliverables. This intern will gain experience in sponsorship sales, relationship management, revenue generation, contract administration, and strategic partnership development within collegiate athletics.

Scheduling (10%) - Assist with conference scheduling initiatives by working closely with coaches to identify scheduling preferences. Support the development of long-term scheduling models, analyze scheduling data and trends, facilitate feedback discussions, and help create schedules that balance competitive equity, student-athlete experience, travel considerations, and institutional needs.

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.

Additional Duties/Projects Assigned by Conference Staff (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, officiating, budgeting, awards, grants, professional development efforts, research, 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.