

## Big Sky Conference

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801-392-1978 • [www.BigSkyConf.com](http://www.BigSkyConf.com)



### Job Posting – Championships & Administration Intern

The Big Sky Conference, an NCAA Division I FCS conference located near Salt Lake City, Utah, is seeking a Championships & Administration Intern. The successful candidate will be responsible for assisting in the execution of Big Sky championships and supporting the office's day-to-day operations. The Championships & Administration Intern will report primarily to the Director of Championships, with additional duties overseen by the Deputy Commissioner and assigned by the conference staff.

The successful candidate will possess an interest in pursuing a career in intercollegiate sport and must have excellent written, verbal, and interpersonal communication skills. The Championships and Administration Intern must be detail-oriented, collaborative, goal-oriented, and a self-starter.

#### Essential functions include:

##### Championships

- Travel to select championships, including for nine days to the Basketball Championships in Boise
- Assist in creating championship manuals
- Create, distribute, and compile championship feedback surveys
- Inventory branding and other championship assets
- Assist in managing the Conference's esports program
- Assist with trophy and awards program
- Assist with the planning and executing of championships and all ancillary championship programming

##### Administration

- Create agendas and take minutes for select committee meetings
- Assist in the promotion of the Conference's Student-Athlete Advisory Committee
- Create surveys to solicit compliance and governance feedback
- Schedule and coordinate in-person and virtual meetings
- Assist in preparing and processing Accounts Payable and Accounts Receivable
- Assist in the management of Conference programming such as Big Sky U; Equity, Diversity & Inclusion; and mental health initiatives
- Assist with all-conference, individual, and other specialty awards
- Other duties as assigned

##### Additional Information

Applicants must have earned a Bachelor's degree by the time they start the position. Experience working in intercollegiate athletics or having been a student-athlete is a plus. Former Big Sky student-athletes are strongly preferred. Candidates must be proficient in Microsoft Office and videoconferencing and must be comfortable learning QuickBooks and Adobe Acrobat.

The position is anticipated to start in August or early September 2023 and conclude no later than June 15, 2024, and will work 25-30 hours per week on average. The salary is \$1,500 per month and does not include benefits.

Send a resume, cover letter, and list of three references with their contact information to [jobs@bigskyconf.com](mailto:jobs@bigskyconf.com).

Review of applicants will begin immediately and continue until the position is filled. The Big Sky Conference is an Equal Opportunity Employer. Members of underrepresented groups are strongly encouraged to apply.