



Indiana High School Athletic Association, Inc. (IHSAA)

Sports Administration 2022 Fall Semester Internship

The Indiana High School Athletic Association, Inc. is seeking candidates for its internship in sports administration for the 2022 fall semester. The 2022 fall internship begins in August and continues through the end of the fall semester in December.

Compensation for the internship is minimum wage (currently \$7.25/hour). Pay checks are issued bi-weekly throughout the internship.

In the position, the intern is expected to work in many areas with the Commissioner, the five Assistant Commissioners, the Sports Information Director, Technology Director and with the support staff.

During the internship, the candidate will assist with preparations for IHSAA state championship events, assisting the Assistant Commissioner assigned to each championship as well as the Sports Information Director.

Daily duties will be wide and varied and may include assisting with publishing state championship programs, research projects, issuing media credentials, even to the inclusion of answering office phones.

Office hours are 8 a.m. to 4 p.m., Monday through Friday, and our office is located on 9150 North Meridian Street, just inside the I-465 loop on the north side of Indianapolis.

Desired qualifications: Strong communications skills, detail-oriented, self-motivated, enthusiastic about high school sports, a willingness to work necessary hours to complete a task well, proficiency in Microsoft Word, Microsoft Excel, Adobe InDesign, Adobe PhotoShop, and web authoring software. Juniors and seniors are preferred, as well as candidates who are available to work Monday through Friday from 8 a.m. to 4 p.m.

Application process: Please e-mail a resume and contact information (cell phone, e-mail address, etc.) to:

Chris Kaufman (ckaufman@ihxaa.org)

Assistant Commissioner

IHSAA

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