

Member Intern Opportunity National Interscholastic Athletic Administrators Association

The NIAAA is developing a program for members that is designed to introduce the structure of the Professional Development Academy programs, evaluate interest in various segments of PDA, develop PDA service capacity, and educate in aspects of PDA makeup.

The member adult intern position is specifically intended for those who have a heart for the Professional Development Academy and its entities of association Accreditation, member Certification, the Leadership Training Institute, and ongoing Educational Initiatives.

An adult member candidate selected for the internship will be required to participate and serve in four key events throughout a one-year period. The intern will participate and assist in review, planning, and evaluation of all aspects of the academy programs with the PDA Leadership Team and NIAAA staff. Agendas will be built and provide structure for each of the following required events. The following meetings include travel days.

1. July – Four day meeting at the NIAAA offices in Indianapolis with PDA Leadership Team, and LTI review teams.
2. September – Four day meeting in Indianapolis of PDA Leadership Team and PDA State Coordinators.
3. December – Seven days at the National Athletic Directors Conference involved in all pre and concurrent aspects of the conference. The intern will serve as part time staff member working a number of facets of the conference with emphasis on the PDA. Service will include such areas as unpacking all conference materials, along with delivery, staging and logistics. In addition, involvement will include meetings, equipment set-up and inventory, scanning and additional staff duties.
4. January 31 & February 1 & 2 - Three days of meeting with PDA Leadership Team.

The member adult intern will not receive compensation in this role, however, travel, lodging and meal expenses will be budgeted for by the NIAAA. The member intern must be able to attend all meetings and travel days as specified. This is essential and a requirement to a candidate. The intern will report to the NIAAA Directors.

The internship will run from July 1 to June 30 for a single year. The specific dates for the 2018-19 internship is as follows, and includes travel days:

July 5 to 8
September 7-10
December 13 to 19
January 31, February 1 to 2.

Initial Application Requirements:

- Bachelor's degree required, Master's or higher degree preferred
- Secondary school athletic administrative experience
- CAA required, CMAA preferred
- Retired employment status preferred.

Anyone interested should complete the enclosed fillable form and return by May 20, 2018. Email or send by regular mail to:

Mike Blackburn
NIAAA Executive Director
9100 Keystone Crossing
Indianapolis, IN 46240

Or, email at: mblackburn@niaaa.org