



## **Oakland University - Athletic Compliance Intern – 2013-2014**

The mission of the Oakland University Athletic Compliance Office is to provide guidance to the entire Oakland University community with regard to the rules, regulations and standards which mandate integrity in everything we do. Above all else, we exist to promote and protect the safety, health and well-being of our Student-Athletes, our Department of Intercollegiate Athletics and the Institution.

Oakland University sponsors 18 Division I athletics programs, and is a member of the Horizon League. The Athletic Compliance Internship provides a great opportunity to learn about the rules and regulations that govern NCAA Division I sports. This is an unpaid part-time internship with flexible hours, aimed at students interested in NCAA compliance. This internship may be used to fulfill degree requirements.

### **Job Description**

Reporting to the Compliance Coordinator, interns will have the opportunity to provide support in the day-to-day operations involving NCAA compliance at Oakland University. Responsibilities will primarily consist of monitoring practices and/or competition, as well as reviewing complimentary admissions lists and other required paperwork, but may also consist of research, rules education, and other duties as requested.

### **Preferred Qualifications**

Upperclassman or graduate/law student possessing familiarity with or experience in an athletic setting (student-athlete, student-manager, academic tutor, etc.), knowledge of Microsoft Office and other computer software packages, and excellent written and oral communication skills. Internship candidates will also have the ability to work independently as well as strong organizational and time management skills. Ideal candidate will possess a high level of integrity, reliability, and can work with confidential information.

### **Contact**

If you are interested in applying for this internship, please send a cover letter and copy of your resume to: [cebelak@oakland.edu](mailto:cebelak@oakland.edu).