



## **Presidents' Athletic Conference (PAC) Associate Director Internship**

The Presidents' Athletic Conference (PAC) is accepting applications for the PAC Associate Director internship. This is a 20-month internship during the 2010-11 and 2011-12 academic years funded through the NCAA Division III Ethnic Minority & Women's Internship Grant program. Women and minorities are strongly encouraged to apply.

The associate director will be actively involved in all aspects of operations and administration in a 19-sport NCAA Division III conference, including championships, compliance and governance, sports information, awards, scheduling, grant administration, social media programming and execution and website management. In addition, the associate director will serve as advisor to the PAC Student-Athlete Advisory Council (SAAC), organizing and leading all PAC SAAC meetings and other conference-wide programming. Additional duties and responsibilities may be assigned by the executive director.

The position will be based at the conference office in Wexford, Pa., located in the north hills of Pittsburgh. The selected candidate will report directly to the PAC executive director. The anticipated position start date is August, 2010. Annual salary will be \$20,100, plus a \$6,000 housing/medical stipend and \$3,000 for professional development.

Applicants should have a bachelor's degree in a related field (public relations/English/communications/sport management/etc.) with strong interpersonal and written communication skills. The candidate must be available to work nights and weekends. Candidates with experience in sports information, website management and/or as a Student-Athlete Advisory Council (SAAC) representative are preferred. Familiarity with StatCrew/The Automated Scorebook software programs and/or Adobe InDesign desktop publishing software is a plus.

Interested applicants should forward a cover letter, resume, writing and/or publication samples and at least three references by **May 10, 2010** to:

Joe Onderko, Executive Director  
Presidents' Athletic Conference (PAC)  
8500 Brooktree Road, Suite 130  
Wexford, PA 15090

Applications may also be submitted electronically to [onderko@pacathletics.org](mailto:onderko@pacathletics.org) or online via the [NCAA News website](http://www.ncaa.org/news). More information on the Presidents' Athletic Conference (PAC) can be found at the conference website at [www.pacathletics.org](http://www.pacathletics.org).

Founded in 1955, the Presidents' Athletic Conference continues its mission of promoting intercollegiate athletics and the pursuit of academic excellence. Comprised of 10 select private colleges in Pennsylvania, West Virginia and Kentucky, the PAC remains a unique organization in this day of high pressure intercollegiate athletics. With academics at the center of each member's philosophy, the PAC is built on the principle that an athletic program is a part of college life, but not an entity in itself.