



GOVERNANCE

General position summary: As a primary function, this position is responsible for assisting the assigned divisional governance staff in supporting the membership's decision-making bodies (with emphasis on presidential bodies, Management Councils and Student-Athlete Advisory Committees). This position also assists with the National Letter of Intent program and Association-wide efforts.

Former interns in this role have accepted jobs at the NCAA national office, in campus compliance, campus admissions, campus fundraising, conference offices, coaches associations and professional sports governing bodies.

Desired knowledge, skills and abilities: Strong written and oral communication skills; detail-oriented; ability to multitask and work independently; ability to collaborate with other NCAA departments.

Essential duties:

- Assist each division in a primary capacity:
 - Attend prep meetings, conference calls and quarterly governance group meetings.
 - Attend annual NCAA Convention and complete duties, as assigned.
- Other duties as assigned by each division.
 - **National Letter of Intent:**
 - Provide ongoing public phone support regarding the administration and interpretation of the NLI and NCAA Bylaws.
 - Assist with NLI educational outreach.
 - Gather facts and assemble NLI appeals.
 - Administer the process for institutional release requests.
 - Prepare cosigner request decision letters.
 - Assist with NLI website updates and NLI database maintenance.
 - Prepare NLI Recruiting Ban Violations and NLI Policy Violations letters.
 - Administer the Division II NLI audit process and prepare all reports.
 - Process null and void requests.
 - Prepare the annual null and void conference reports.
 - Assist with annual update of all NLI forms and publications.
 - **Division I:**
 - Attend Division I governance meetings.
 - Assist with preparation of meeting materials and reports.
 - Assist the Division I Student-Athlete Advisory Committee and staff liaisons.
 - Complete NCAA Convention-related projects, as assigned.
 - Assist with the update of the Division I governance home page on the membership side of ncaa.org.
 - Assist with development and maintenance of communication strategy for internal and external communications.
 - Develop educational resources for use by national office staff and institutional personnel.
 - Assist in the development of Division I educational videos.
 - Assist the vice president, managing director and directors of Division I in other projects, as assigned.

- **Division II:**
 - Attend meetings of Division II committees, councils and project teams.
 - Assist with preparation for and attend the NCAA Convention, including organizing sessions.
 - Assist with activation of the “Make It Yours” brand enhancement and external messaging marketing plan.
 - Assist Division II’s marketing and communication efforts, including execution of the division’s social media strategy, the division’s monthly newsletter and updating the Division II page on ncaa.org.
 - Assist in creating and updating graphics for social media using Adobe Photoshop.
 - Assist NCAA liaisons to the Division II Student-Athlete Advisory Committee in the planning and execution of student-athlete initiatives.
 - Assist with preparation for and attend Division II championships in selected sports and the Division II National Championships Festival.
 - Assist with planning and execution of Division II community engagement initiatives, attending championship, conference and/or campus events, as necessary.
 - Assist with tracking, organization and execution of the Division II media coverage and ncaa.com enhancements.
 - Assist with preparation for the Minority Opportunities Athletic Association and Women Leaders in College Sports governance academies.
 - Assist with initiatives and programs supporting the Division II Conference Commissioners Association, the College Sports Information Directors of America and the Division II Athletic Directors Association.
 - Assist with preparation for and attend the Faculty Athletics Representative Fellows Institute.
 - Assist with Division II membership application reviews.
 - Assist with language and layout of divisional resources as determined by divisional priorities.
 - Attend Division II staff and planning meetings, as well as retreats.
 - Assist the vice president, managing director and associate director of Division II with other projects as assigned.

- **Division III:**
 - Produce the Division III Annual Report.
 - Assist with some or all of the following Division III governance-led programming throughout the year — Faculty Athletics Representative Division III Leadership Institute or Orientation, Division III Week, Student-Athlete Leadership Forum, New Athletics Director Orientation Program, Athletics Direct Report Institute, Student Immersion Program, Career Next Steps, Division III SWA Program, New Commissioners Orientation, Institute for Administrative Advancement, New AD Orientation.
 - Help produce Division III-specific educational videos.
 - Opportunities to learn the Division III governance process by attending committee meetings and teleconferences.
 - Be part of the Division III Identity Team — meetings every month to discuss strategic platform and identity initiative.
 - Assist with the NCAA Convention’s Division III activities — preparation of materials, meetings and videos.
 - Assist with making updates and/or changes to the Division III webpages on ncaa.org, including social media posts.
 - Attend Division III staff meetings.
 - Assist with membership communication — working to help produce the Division III

monthly update to the 44 Division III commissioners.

- Assist the Division III governance team in other projects as assigned.

- **Association-wide and other departmental responsibilities:**

- Attend Association-wide committee meetings, as assigned.
- Attend Association-wide internal governance group meetings.
- Attend academic and membership affairs legislative training sessions.
- Attend NCAA leadership development programming when appropriate (e.g., NCAA Student-Athlete Leadership Forum).
- Serve on project teams within governance and other areas in the national office (e.g., FARA, CCA, Emerging Leaders Seminar).