



INCLUSION AND HUMAN RESOURCES / Inclusion Intern

General position summary: The intern will lead projects, assist in programming and education and provide overall resources and support to the NCAA national office, member institutions, conference offices and student-athletes. The primary areas of focus will be internal and external efforts related to gender, race and ethnicity, international student-athletes, LGBTQ student-athletes and student-athletes with disabilities. Expressing knowledge or understanding related to a key area of interest is welcomed but not required.

Former inclusion interns have accepted jobs in the NCAA national office, pursued professional degrees, and obtained careers specific to enhancing diversity and inclusion in athletics administration.

Desired knowledge, skills and abilities: Strong analytical and communication skills, the ability to collaborate in a team environment to reach goals, an attitude of respect and an open mind that is receptive to learning more about diversity and inclusion, a strong work ethic that features attention to detail, and a willingness to be flexible.

Essential duties:

- Internal inclusion effort:
 - Engage with all members of the inclusion department.
 - Assist with coordination of employee resource groups and coordinate national office heritage month celebrations.
 - Assist with annual Woman of the Year events.
 - Engage and work with the Committee on Women's Athletics and the Minority Opportunities and Interests Committee and their subcommittees.
 - Engage and work with the Gender Equity Task Force.
 - Assist with planning and execution of initiatives and programs related to race and ethnicity, women, LGBTQ student-athletes, international student-athletes and student-athletes with disabilities.
 - Research, edit and assist in writing publications related to diversity/inclusion for the benefit of the NCAA membership.
 - Other responsibilities as determined based on the intern's interests and the needs of the office.



- External inclusion effort:
 - Coordinate with the team on the identification of panelists, development of session titles and topics for the NCAA Inclusion Forum.
 - Coordinate with the team on the preparation of inclusion efforts for the annual NCAA Convention.
 - Plan and participate in the execution of inclusion sponsorship activations that include but are not limited to educational sessions, community engagement, public speaking opportunities, and career and college fairs.
 - Coordinate and design the monthly Division III Diversity Spotlight poll.
 - Coordinate and participate in conference programming.
 - Facilitate the planning of the Division III Institute for Administrative Advancement in coordinating sessions, selecting speakers and communicating with attendees.
 - Maintain a list of intercollegiate athletics diversity officers.
 - Attend and support various Association-wide committee meetings.
 - Assist in the evaluation of sponsorship requests.
 - Other responsibilities as determined based on the intern's interests and the needs of the office.