



INCLUSION AND HUMAN RESOURCES

Leadership Development Intern – Programming

Former interns from this department have gone on to serve in roles within intercollegiate athletics that include athletics academic advising, athletic development, and student-athlete development.

Desired Knowledge, Skills and Abilities: A proactive self-starter capable of leading projects who possesses strong interpersonal skills.

- Excellent customer service skills.
- Strong organizational skills.
- Excellent written and oral communications skills essential.
- Ability to prioritize multiple projects and tasks.
- Ability to work with little or no supervision, quickly and under pressure required.
- Knowledge of Microsoft Office, Excel and Outlook software and usage of general office equipment.
- Knowledge of higher education and collegiate athletics.
- Exhibits adaptability and creative problem-solving skills.

General position summary: [NCAA leadership development](#) provides education and training for college athletes, coaches and administrators to assist with the transition to life after college sports, to foster the growth of the next generation of leaders and to encourage athletics administrators to translate lessons learned through competition. The Leadership Development intern is responsible for actively participating in the planning, development, and implementation of the various events and programs offered by the unit that directly impact student-athletes, coaches, and administrators throughout the membership. Additionally, an intern in Leadership Development will be charged with leading internal and external projects that will assist the unit in meeting its goals and priorities. The intern position requires travel for on-site facilitation of program duties.

Essential Duties:

- Actively participate in program development/operations such as determining the following: program schedule, curriculum, speakers, event flow, and logistics.
- Onsite program duties generally included:
 - Managing the working schedule that details daily responsibilities of each staff member during a program.
 - Assisting with the operational and logistical needs of the event.
 - Facilitating activities, panels, and group discussions.
 - Supporting speakers and consultants as needed during program sessions.
 - Lead project team members to execute required tasks
- Oversee the distribution of DiSC assessments to membership institutions.
- Special projects assigned by leadership development staff.
- Participate in professional development opportunities.
- Manage external inquiries from speakers, consultants, and other resource providers.