

## **Inclusion, Education and Community Engagement Accelerating Academic Success Program Intern**

**General position summary:** The intern's primary responsibilities will be related to the NCAA's Accelerating Academic Success Program. The program provides financial grants to member schools for programs and initiatives that support the academic success of their student-athletes. Additionally, the internship provides the opportunity to lead various projects, assist in programming and education, and provide overall resources and support to the NCAA national office, member institutions, conference offices and student-athletes.

- Assist with the management of the [Accelerating Academic Success Program](#), including, but not limited to:
  - Assist with grant management duties, including, but not limited to, monitoring and updating SharePoint, monitoring the AASP inbox, and updating brochures and other documents.
  - Assist with coordination of grant reporting processes, attend all AASP staff liaison team meetings and other AASP-related meetings, and draft reports.
  - Participate in the processing and review of grant/award applications and grant renewal assessments.
  - Make at least two visits to a Comprehensive Grant recipient's campus and one visit to an Initiatives Grant recipient's campus.
  - Assist in AASP academic research efforts with tasks such as data collection, data analysis (qualitative and quantitative), literature reviews, survey administration and focus group facilitation.
  - Assist in deriving, updating and publishing new AASP best practices.
  - Serve as an AASP conference team member in the planning, development and execution of the annual conference.
  - Assist with the creative design process in the development of AASP marketing, promotional and conference materials.
  - Assist with communications through AASP webpage updates (blogging, posting changes, updating photos, etc.), use social media to highlight the program and engage membership on topics related to the program, with opportunities for national conference presentations.
  - Other tasks as assigned.
  
- Special projects as engaged by IECE.