

REGULATORY AFFAIRS

Academic and Membership Affairs intern

Former interns in this role have accepted jobs in campus compliance offices, collegiate athletics administration, the NCAA national office, member conference offices and law offices.

Desired knowledge, skills and abilities: Strong written and verbal communication skills, ability to analyze and problem solve, strong customer service skills, basic knowledge of the NCAA governance structure and interest in athletic academics or compliance.

General position summary: Interns in this area have job responsibilities very similar to entry-level positions in AMA. Interns will have opportunities to work as an individual contributor and collaborate in a team environment. Specifically, interns will serve as case managers working directly with compliance administrators at member institutions on interpretive, waiver and student-athlete reinstatement requests. Interns participate fully in assigned team meetings, including collaborating with team members to arrive at interpretation, waiver and student-athlete reinstatement case decisions. Additional opportunities may include committee governance support, support of student-athlete academic initiatives, involvement in the legislative process, development of educational resources and special assignments involving technology or department operations. Interns leave with a broad understanding of the NCAA governance structure, rules and legislative process, as well as skills to analyze and decide rules interpretations, waivers and student-athlete reinstatement.

Essential duties may include:

1. Process interpretation, waiver and student-athlete reinstatement requests from the NCAA membership.
2. Participate and present cases in team meetings and manage appeals of interpretation, waiver and student-athlete reinstatement requests. The management of appeals may include presenting cases to the appropriate committee within the governance structure.
3. Assist with special projects within AMA and the national office as assigned.

Additional duties may include:

1. Attend selected governance meetings and assist with supplement development for committee meetings.
2. Process academic performance improvement plans, adjustments and correction requests and participate in related team meetings and conference calls.
3. Provide legislative support through drafting legislative proposals and associated legislative publications (such as question and answer documents), including collaboration with conference sponsors.
4. Assist with educational initiatives, such as online educational resources, Division I, II or III regional compliance seminars and other educational materials.

Applicants interested in Academic and Membership Affairs are typically also interested in the Eligibility Center, Enforcement and Governance internships.