



## REGULATORY AFFAIRS / Eligibility Center Intern

**General position summary:** The intern in this area is responsible for assisting the initial-eligibility process by working with the core processing, academic and amateurism review, high school review and customer service departments in the NCAA Eligibility Center. The role requires obtaining proficient knowledge of all rules and regulations for initial-eligibility requirements.

### Essential duties:

- Assist each Eligibility Center department on a rotational basis.
  - o Core processing expectations:
    - Review both academic and amateurism certifications for Division I and II prospective student-athletes.
    - Review official academic records and responses to sports participation questionnaires.
    - Gain knowledge regarding trends in high school transcripts.
  - o Academic and amateurism review expectations:
    - Process initial-eligibility waivers for Division I and II prospective student-athletes.
    - Present appeals to appropriate subcommittees.
    - Assist with proactive reviews, escalated core certifications, decision inquiries and amateurism inconsistencies.
    - Establish a fundamental knowledge of pre-enrollment amateurism legislation.
    - Work collaboratively with other units within academic and membership affairs (interpretations staff, legislative review and student-athlete reinstatement) as needed.
  - o High school review expectations:
    - Process reviews and assessments on secondary schools' academic programs, including traditional and nontraditional forms of education.
    - Gain knowledge regarding secondary-school education policy and trends.
  - o Customer service expectations:
    - Establish fundamental knowledge of NCAA legislation for Divisions I, II and III.
    - Provide guidance and answer questions regarding initial-eligibility rules, policies and procedures for the membership, high schools and the general public.
    - Become proficient in all programs and systems used by the Eligibility Center.
    - Perform proactive outreach to identify potential issues before certification.
- Attend all Eligibility Center staff and team meetings.
- Complete academic and membership affairs legislative training sessions.

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