

REGULATORY AFFAIRS / Enforcement Interns

Former interns in this role have accepted jobs in compliance and/or administrative positions at member institutions and conference offices in all three NCAA divisions.

Desired Knowledge, Skills and Abilities: A desirable candidate displays proficient skills in analytical thinking, organization, problem solving and multitasking. An ideal candidate is capable of taking on many projects at once, while producing high-quality results in a timely manner.

General position summary: Support and assist the enforcement staff in monitoring, investigating and processing Level III/secondary violations of NCAA bylaws.

Essential duties:

- Level III/Secondary Violations:
 - Receive, review and process self-reported violations from institutions and conferences through the Requests/Self Reports Online system (RSRO).
 - Use LSDBi and RSRO to research case precedent and ensure correct bylaw citation and appropriate penalties.
 - Communicate with institutional representatives to inform them about the status of reported Level III/secondary violations and respond to any questions concerning process and penalties.
 - Take information received from a variety of sources to draft letters of inquiry to institutions to determine whether a violation(s) has occurred.
 - Create database entries for institutions to utilize on RSRO.
 - Attend and participate in weekly Level III/secondary staff meetings.
 - Serve as a resource to the enforcement staff regarding Level III/secondary matters.
- Case Support and Investigative:
 - Provide case support to investigators during investigations into potential major Level I or Level II violations of NCAA bylaws.
 - Participate in interviews of prospective student-athletes, student-athletes, athletics department staff, institutional staff and other relevant individuals to determine whether they have knowledge of and/or involvement in violations of NCAA legislation.
 - Review and provide analysis of documents/records pertinent to investigations.
 - Conduct internet and social media monitoring/research for relevant information concerning ongoing major Level I and Level II cases.
 - Assist investigators with other projects as needed.
- Other Responsibilities:
 - Attend monthly enforcement staff meetings.
 - Participate in mock hearings, review boards and other enforcement staff quality control initiatives.
 - Attend a Committee on Infractions hearing.
 - Other projects as assigned.

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