

## **Executive Affairs Intern**

**General position summary:** The executive affairs intern supports the executive office to advance presidential initiatives, NCAA communications goals and Association-wide initiatives. Responsibilities include drafting executive communications, targeted research, communicating to a wide variety of audiences through various platforms and assisting with other executive support duties. This internship will provide a broad range of experience in executive communications and Association-wide issues, including policy application and outreach.

Former interns have accepted communications and public policy roles at NCAA member schools and conferences and at national governing bodies.

**Desired knowledge, skills and abilities:** An ideal candidate is a strong writer, exceptionally organized and detail-oriented. This individual works well on collaborative projects but is also able to work independently with little or no supervision. The intern should have the ability to thrive in fast-paced environments while balancing priorities. The individual should remain flexible, proactive, resourceful and efficient, with a high level of professionalism. Confidentiality is essential to being successful in this role. Expert-level written and verbal communication skills, an ability to learn and apply skills across various projects and attention to detail are critical. Candidates are graduating seniors or recent graduates who were active leaders on-campus or who have previously worked or interned with communications, executive and/or athletics departments or with public relations firms.

### **Essential duties:**

- Complete writing, research and related projects as assigned by supervisors, the chief of staff and chief operating officer.
- Support written executive communications to NCAA member schools, outside stakeholders and national office staff.
- Contribute to targeted communications to executive stakeholders to provide updates on the NCAA's priorities and processes, as well as emerging issues.
- Maintain detailed electronic and paper files related to executive and governing board correspondence and other business.
- Create targeted governance communications at the direction of the COO.
- Support executive communications, preparation and involvement with NCAA live events.
- Assist with communications planning, operations, project management and implementation for executive events, including the NCAA Convention and Final Four.
- Observe the Student-Athlete Engagement Committee and other Association-wide committee assignments as appropriate.