

INCLUSION, EDUCATION AND COMMUNITY ENGAGEMENT**Inclusion Intern**

General position summary: The intern will lead projects, assist in programming and education, and provide overall resources and support to the NCAA national office, member institutions, conference offices and student-athletes. The primary areas of focus will be internal and external efforts related to disability, international, LGBTQ, race/ethnicity and women's issues. Expressing knowledge or understanding related to a key area of interest is strongly encouraged but not required.

Former inclusion interns have accepted jobs in the NCAA national office, obtained advanced degrees and pursued careers specific to enhancing diversity and inclusion in athletics administration.

Desired knowledge, skills and abilities: Strong analytical and communication skills, the ability to collaborate in a team environment to reach goals, an attitude of respect and an open mind that is receptive to learning more about equity and diversity and inclusion, a strong work ethic that features attention to detail, and a willingness to be flexible.

Essential duties:

- Engage and partner with all members of the inclusion department in various efforts within all five core areas.
- Assist with annual Woman of the Year program, Common Ground, Award for Diversity and Inclusion and other departmental events.
- Coordinate with the team to identify panelists and develop session titles and topics for the NCAA Inclusion Forum and NCAA Convention.
- Engage and support the Committee on Women's Athletics, Minority Opportunities and Interests Committee, and Gender Equity Taskforce.
- Assist with planning and execution of initiatives related to the department's five core areas.
- Assist with the communication plan and other related efforts to support the Diversity and Inclusion Social Media Campaign.
- Develop opportunities that better connect the department with student-athletes and national SAAC groups.
- Partner with staff to maximize the social media presence for inclusion-related communications.
- Research, edit and assist in writing publications related to diversity/inclusion for the NCAA membership.
- Other responsibilities as determined based on the intern's interests and the needs of the office.