

Inclusion, Education and Community Engagement Leadership Development Intern — Programming

General position summary: NCAA leadership development educates and empowers student-athletes, coaches and athletics administrators through transformative experiences that develop effective leaders, cultivate an inclusive community and enhance the college sports landscape.

Leadership development interns are responsible for actively participating in the planning, development and implementation of the various events and programs offered by the unit that directly impact student-athletes, coaches and administrators throughout the membership. Additionally, interns in leadership development will be charged with leading internal and external projects that will assist the unit in meeting its goals and priorities. The intern position requires travel for on-site implementation of program duties.

Former interns from this department have gone on to serve in roles within intercollegiate athletics that include athletics academic advising, athletic development and student-athlete development.

Desired knowledge, skills, and abilities: A proactive self-starter capable of leading projects who possesses strong interpersonal skills.

- Excellent customer service skills.
- Strong organizational skills.
- Excellent written and oral communications skills essential.
- Ability to effectively collaborate with both internal and external stakeholders.
- Ability to prioritize multiple projects and tasks.
- Ability to work with little or no supervision, quickly and under pressure.
- Knowledge of Microsoft Office, Excel and Outlook software and use of general office equipment.
- Knowledge of higher education and collegiate athletics.

Essential duties:

- Actively participate in program development/operations, such as assisting with the program schedule, curriculum, speakers, event flow and logistics.
- On-site implementation of program duties, such as:
 - Managing the working schedule that details the daily responsibilities of each staff member during a program.
 - Assisting with the operational and logistical needs of the event.
 - Facilitating activities, panels and group discussions.
 - Supporting the program administrator, speakers and consultants as needed during program sessions.
- Manage external inquiries from speakers, consultants and other resource providers.
- Lead the distribution of DiSC assessments to membership institutions.
- Assist in the management of diversity grants.
- Special projects assigned by leadership development staff.
- Participate on at least one cross-functional team, demonstrating collaboration and performance that enhances team performance.