



# LEADERSHIP DEVELOPMENT

Job Descriptions – 2024-25 NCAA Postgraduate Internships

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## ADMINISTRATIVE SERVICES INTERN (ROTATIONAL)

This role is designed for those individuals that have an interest in becoming a business leader in athletics.

**Desired Knowledge, Skills and Abilities:** Microsoft Suite, basic accounting experience, self-starter, analytical and detail-oriented, communication (written and verbal) skills, organization skills, computer software knowledge, and be open to opportunities.

**General position summary:** The Administrative Services intern will assist staff on a rotational basis in the areas of Operations, Business Performance Management, Human Resources, Information Technology, Internal Audit and Finance.

### Essential duties and timeline in each area:

#### **Business Performance Management**

Business Performance Management encompassing financial planning and analysis, business analytics and continuous improvement, as needed.

1. **Financial planning and analysis:** the intern will review and prepare analysis of financial performance for an assigned unit business office and present that analysis at a quarterly financial review meeting.
2. **Business analytics:** the intern will attend two IN Zone Huddles; develop the requirements for a financial or operational report; publish the report in IN Zone.
3. **Continuous improvement:** the intern will map a rudimentary business process (in Microsoft Visio) by interviewing and consulting with the process owner.

#### **Human Resources**

Postgraduate Intern will gain foundational Human Resources experience as part of rotational assignment. The assignment will be focused on the recruiting/hiring, onboarding, and the performance management components of the HR life cycle. Below are the modules for the HR assignment.

1. **Recruiting and Hiring** - Observe, learn and support the full-cycle recruitment process for at least two non-exempt level positions. Provide support throughout the sourcing, screening and offer process.
2. **Onboarding**  
Assist in planning and implementation of learning events (e.g. new employee orientation, DiSC sessions, Effective Feedback).
3. **Performance Management** - Develop a working knowledge of the NCAA performance management process; assist HR Team with developing staff communications and capturing PM metrics; co-facilitate at least one PM tool training session for new hires.

#### **Purchasing and Operations**

Postgraduate Intern would gain experience in both purchasing and facility management. Contact with vendors, contractors, maintenance staff, community figures and national office staff would be part of the program.

1. Understanding of facility maintenance and general operations.
2. Prioritization of capital projects.
3. NCAA Convention on-site experience.
4. Assist purchasing and procurement as assigned.



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### **Information Technology**

Given the size of the IT Project Portfolio, the intern will assist the Project Management Office on a wide variety of matters which arise and detract time from the Project Manager's schedule. This will give the intern a good view of the interaction between IT and internal business units, while assisting the PMO to overcome some of the numerous hurdles that are regularly encountered. Much of the work will include the following:

1. Financial budgeting.
2. Requirements gathering.
3. Business analysis.
4. Logistics.
5. Contract review.

### **Internal Audit**

Postgraduate Intern will assist the NCAA Internal Auditor in completing a variety of different audit projects.

1. Assist in all phases of Internal Audit work including planning, fieldwork, wrap-up, and follow-up.
2. Assist in execution of external business relationship audits of various championships.
3. Assist in assessment of internal controls over financial reporting.
4. Contribute to risk assessments.
5. Contribute on special assignments and committee work, as assigned to the NCAA Internal Auditor.
6. Assist in tracking and reporting key performance indicators.
7. Participate in select opportunities for companywide professional development opportunities (e.g. volunteering at a championship event, committee meetings, etc.).

### **Finance**

Postgraduate Intern may assist the financial operations department with a variety of tasks similar to an athletics and conference business office.

1. Assist with Championships Financial Operations and audits.
  - a. Review and approve host reports for NCAA championship events;
  - b. Prepare financial analyses on championship format or travel changes;
  - c. Assist with internal financial reporting and analysis;
  - d. Review and approved concessions share reporting;
  - e. Prepare and/or assist with ad hoc financial and operational analyses.
2. Assist NCAA accounting department with:
  - a. Assist with preparation of employee benefit plan financial statements;
  - b. Prepare and/or assist with ad hoc financial and operational analyses;
  - c. Assist with certain monthly reconciliations;
  - d. Other projects as assigned.
3. Assist with NCAA Division I and Division II revenue distributions;
4. Assist Travel, Meetings and Events Department with special projects including but not limited to championship balancing/reconciliations;