



# LEADERSHIP DEVELOPMENT

PGIP Eligibility Center Job Description and Ideal Candidate Profile 2024-25

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## Eligibility Center

**Job Description:** The NCAA Eligibility Center is responsible for certifying initial-eligibility status for Division I, II and III prospective student-athletes. The Eligibility Center is comprised of six teams that work together to support this process: Core Processing, High School Review, Academic and Amateurism Review, Customer Service, Outreach and Strategic Partnerships and Operations, Analytics and Innovation. The Eligibility Center interns will have the unique opportunity to rotate among these six teams throughout the internship and collaborate on a multitude of projects with NCAA staff.

**Ideal Candidates:** The ideal Eligibility Center intern candidates are well-rounded, as the internship is heavily rotational and requires various professional skills to be successful. Candidates must be able to maintain their composure and balance numerous responsibilities. Student-athletes and students who were active in leadership roles on campus are good examples. Candidates with regulatory, legal affairs, and customer service backgrounds have been successful in the past. Candidates must provide a polished resume and cover letter.

**Experience Level:** Postgraduate degree (e.g., JD, masters) preferred. Compliance experience preferred.

### Successful Candidate Traits:

- Strong Communication Skills (both written and oral)
- Attention to Detail
- Strong Analytical Skills
- Expertise in Research
- Skilled Time Management
- Quick Learner
- Problem Solver
- Strong Work Ethic
- Initiative Taker
- Collaborative Worker
- Supportive Team Member
- Adaptability

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