



EXECUTIVE AFFAIRS

The executive affairs staff supports the NCAA president as the chief advocate for intercollegiate athletics and provides administrative support services to the Association.

Internship summary: The executive affairs internship provides a broad range, cross-functional experience, supporting the office with event planning, executive communications, and Association and public outreach. The intern reports to an assistant director of executive affairs and collaborates with the other members of the office throughout the year. This full-time, year-long internship requires the intern to commit to a minimum of 40 hours per week with some nights and weekends. Occasional travel and overtime are required for onsite event implementation. Confidentiality and a high level of professionalism is essential to being successful in this role.

Former interns have gone on to work for national governing bodies, at member schools and conference offices, for professional sports teams in the private sector or returned to post-graduate educational programs.

Essential duties:

- Actively participate in multiple, coinciding cross-functional event planning teams, including staff events (e.g., summer outing, staff appreciation day, holiday party) and elements of Association and championships events (e.g., NCAA Convention and Men's and Women's Final Fours). Duties include assisting with project management, developing event schedules and materials, and drafting briefing documents.
- Provide onsite event support including managing daily working schedules, implementing creative event elements, tracking food and beverage services for guests, and aiding in a successful event flow and positive guest experience.
- Coordinate the development of branded materials with NCAA communications and creative partners.
- Draft executive communications, speeches and visual presentations.
- Process and document incoming mail and responses, including public and membership inquiries.
- Outreach to national office staff, membership and the public via email correspondence and phone calls.
- Conduct targeted research and track issues impacting college sports and higher education.
- Data management.
- The ability to lift 25 pounds with reasonable accommodations.

Essential competencies:

- Avid learner.
- Collaboration and independence.
- Communication - both in oral and written form.
- Effective listening.
- Researching and investigating.
- Adaptability/Flexibility/Multitasking.
- Attention to detail.
- Customer service.
- Planning and organizing.
- Responsibility and discipline.
- Time management.
- Computer knowledge.

Desired knowledge, skills and abilities: An ideal candidate has a keen interest in intercollegiate sports or non-profit management. Business awareness is beneficial. He or she should also enjoy working with others from a variety of backgrounds and should remain flexible, proactive, and work efficiently to solve problems.

Assessment: Evaluation of qualified candidates may include a writing assessment exercise in addition to the competency-based interviews.

Education: Bachelor's degree required.