



GOVERNANCE (3 Positions Available)

General position summary: As a primary function, this position is responsible for assisting the assigned divisional governance staff in supporting the membership’s decision-making bodies (with emphasis on presidential bodies, Management Councils and Student-Athlete Advisory Committees). This position also assists with Association-wide efforts.

Division specific summary: Each of the three divisions will be assigned one intern for the duration of the internship year. All three divisional internships have unique responsibilities as outlined in the essential duties below. In summary:

- The Division I internship focuses on supporting the work of Division I committees.
- The Division II internship largely focuses on the division's marketing and communications initiatives.
- The Division III internship focuses on supporting Division III committees, branding, communications, and educational programs.

Next steps for governance interns: Former interns in this role have accepted jobs at the NCAA national office, on campus (admissions, academic advising, campus fundraising, compliance), conference offices, coaches associations and professional sports governing bodies.

Desired knowledge, skills and abilities: Strong written and oral communication skills; detail-oriented; ability to multitask and work independently; ability to collaborate with other NCAA departments.

Essential duties:

- Assist each division in a primary capacity:
 - Attend prep meetings, conference calls and quarterly governance group meetings.
 - Attend annual NCAA Convention and complete duties, as assigned.
- Other duties as assigned by each division.
 - **Division I:**
 - Attend Division I governance meetings.
 - Assist with preparation of meeting materials and reports.
 - Assist the Division I Student-Athlete Advisory Committee and staff liaisons.
 - Complete NCAA Convention-related projects, as assigned.
 - Assist with the update of the Division I governance home page on the membership side of ncaa.org.
 - Assist with development and maintenance of communication strategy for internal and external communications.
 - Develop educational resources for use by national office staff and institutional personnel.
 - Assist in the development of Division I online education modules.
 - Assist the vice president, managing director and directors of Division I in other projects, as assigned.
 - **Division II:**
 - Help lead Division II's marketing and communication efforts, including the division's social media strategy for Twitter, Instagram and Facebook, the activation of the division's "Make It Yours" brand enhancement and the planning and activation of the annual DII Day.
 - Create and update graphics for social media using Adobe Photoshop. Post graphics to the division's social media channels.



LEADERSHIP DEVELOPMENT

Job Descriptions – 2024-25 NCAA Postgraduate Internships

- Maintain the Adobe Creative Cloud library for Division II conferences and institutions.
 - Create the division's monthly newsletter and manage the Division II page on the membership side of ncaa.org.
 - Gain experience in planning for a Division II championship and help execute the plans by working select championships, including the championships festival (if applicable).
 - Serve the Division II Student-Athlete Advisory Committee with the staff liaisons by attending their quarterly meetings and through the planning and execution of the committee's initiatives. Write the SAAC meeting reports and takeaways.
 - Create a quarterly Division II National SAAC newsletter.
 - Learn how legislation is proposed and how the Division II governance structure operates by attending meetings of Division II committees, council, board and project teams.
 - Serve on the planning team and help the Division II staff execute the NCAA Convention by working the event.
 - Support Division II staff by preparing for governance academies open to administrators in the division: Women Leaders in College Sports.
 - Support Division II staff by preparing for the April 2025 SAAC Super Region Convention.
 - Help prepare for and work the Faculty Athletics Representative Fellows Institute.
 - Assist with the review of Division II conference strategic priority fund reports.
 - Be a member of the Division II team and learn how plans for the division are made by attending staff meetings and retreats.
 - Assist the vice president, managing director, director and associate director of Division II with other projects as assigned.
 - Manage the training of social media contacts that are hired to work on-site at DII championships.
- o **Division III:**
- Be a member of the Division III team and learn how plans for the division are made by attending staff meetings and advances.
 - Produce the Division III Annual Report and Facts and Figures
 - Assist with some or all of the following Division III governance-led programming throughout the year — Faculty Athletics Representative Division III Leadership Institute or Orientation, Division III Week, Student-Athlete Leadership Forum, New Athletics Director Orientation Program, Student Immersion Program, Division III SWA Program, New Commissioners Orientation and Institute for Administrative Advancement.
 - Assist with liaison duties for the Division III National Student-Athlete Advisory Committee.
 - Opportunities to learn the Division III governance process by attending committee meetings and teleconferences.
 - Assist with the NCAA Convention's Division III activities — preparation of materials, meetings and programs.
 - Help with making updates and/or changes to the Division III webpages on ncaa.org.
 - Help produce Division III-specific educational videos and workbooks.
 - Assist with membership communications to help update the 43 Division III commissioners.



LEADERSHIP DEVELOPMENT

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- Support Division III's marketing and communication efforts, including execution of the division's social media strategy - assist in creating and updating graphics for social media using Adobe Photoshop.
- Assist the Division III governance team in other projects as assigned.
- o **Association-wide and other departmental responsibilities:**
 - Attend Association-wide committee meetings, as assigned.
 - Attend Association-wide internal governance group meetings.
 - Attend academic and membership affairs legislative training sessions.
 - Attend NCAA leadership development programming when appropriate (e.g., NCAA Student-Athlete Leadership Forum).
 - Serve on project teams within governance and other areas in the national office (e.g., FARA, CCA, Emerging Leaders Seminar).

**Applicants interested in Division I and III Governance are typically also interested in the Academic and Membership Affairs, Eligibility Center and Enforcement internships. Applicants interested in the Division II Governance internship could also be interested in the Championships: Digital and Social Media and Communications: Creative and Digital internships.*