



NCAA Governance and Policy (1 Position Available)

General position summary. NCAA governance and policy department manages and supports Association-wide committees and issues, NCAA committee administration, and the National Letter of Intent (NLI) and the NCAA Transfer Portal. Specifically, the department supports the NCAA Board of Governors including coordinating communication with the divisional governance groups on the work of the board, the Association-wide governance process/committees, and manages the budget for approximately 70 governance committees across all three divisions as well as Association-wide governance and NLI budget programs. The department also supports committee administration of approximately 180 governance and sport committees while managing 40 divisional nominating committee meetings each year. Finally, a staff member supports the operations of the Divisions I and II NLI, the Transfer Portal, and the customer service needs of both programs. The position will assist in all of these areas.

Desired knowledge, skills and abilities.

- Strong organizational skills.
- Detail-oriented.
- Strong written and oral communications skills.
- Strong analytical skills.
- Ability to effectively collaborate with both internal and external stakeholders.
- Ability to balance and prioritize multiple projects and tasks simultaneously.
- Ability to work independently with little or no supervision, quickly and under pressure.
- Knowledge of NCAA rules will be considered favorably.

Essential duties.

- Actively provide support to Association-wide committees, committee administration and the National Letter of Intent and Transfer Portal activities, as assigned.
 - Attend and participate in Association-wide committees and divisional nominating committee meetings.
 - Assist with the preparation of meeting materials and reports.
 - Support Board of Governors and Association-wide governance initiatives.
 - Assist with technology initiatives with committee administration.
- Assist with NLI and Transfer Portal activities, including but not limited to, managing the NLI release process.
- Assist with the Board of Governors Policy on Campus Sexual Violence, including but not limited to, managing external correspondence.
- Complete special projects, as assigned.