



LEADERSHIP DEVELOPMENT

Job Descriptions – 2024-25 NCAA Postgraduate Internships

INCLUSION, EDUCATION, AND COMMUNITY ENGAGEMENT INTERN (ROTATIONAL)

This role is designed for those individuals that have an interest in working in leadership development, community engagement and/or diversity, equity and inclusion.

Desired Knowledge, Skills and Abilities: Self-starter, analytical and detail-oriented, a critical thinker, strong communication (written and verbal) skills, collaborative in a team environment to reach goals, an attitude of respect and a strong receptivity to learning more about developing people, community engagement, and equity, diversity and inclusion. A strong work ethic, a willingness to be flexible, computer software knowledge, and open to expansive opportunities.

General position summary: The Inclusion Education and Community Engagement intern will assist staff on a rotational basis in the areas of Community Engagement, Inclusion, and Leadership Development.

Essential duties in each area:

Office of Inclusion

The intern will gain foundational diversity, equity and inclusion experience as part of rotational assignment. The assignment will focus on supporting programming, educational resources and advocating for diverse, equitable and inclusive environments that enhance the student-athlete experience and provide opportunities for coaches and administrators.

- Engage and partner with all members of the inclusion department in various educational and programmatic efforts within the five core areas- disability, international, LGBTQ, race/ethnicity and women.
- Research and assist in developing “Diversity and Inclusion in the Employment Process” resources and one-pagers.
- Engage with and support committee activities for the Board of Governors Committee to Promote Cultural Diversity and Equity, Committee on Women’s Athletics, the Minority Opportunities and Interests Committee, and the Gender Equity Taskforce.
- Other responsibilities as determined based on the intern’s interests and the needs of the office.

Leadership Development

The intern will gain experience in planning, developing and implementing various initiatives and programs offered by the unit that directly serve membership audiences.

- Actively participate in the program development process, assisting with the program schedule and curriculum creation, speaker communication, event flow and logistics.
- On-site execution of program responsibilities including:
 - Managing the working schedule that details daily responsibilities of each staff member during a program.
 - Assisting with the operational and logistical needs of the event.
 - Facilitating activities, panels and group discussions.
 - Managing speaker and participant communication during event dates.
 - Supporting program administrator, speakers and consultants as needed during program sessions.



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AASP/Community Engagement

The intern will 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 rotation.

Assist with the management of the [Accelerating Academic Success Program](#) including, but not limited to:

- Monitoring and updating SharePoint, monitoring the AASP inbox, updating brochures and other documents.
- Assist with coordination of grant reporting processes and attend all AASP staff liaison team meetings and other AASP-related meetings in order to draft meeting reports.
- Participate in the processing and review of grant/award applications and grant renewal assessments.
- Assist in AASP academic research efforts with tasks such as data collection, data analysis (qualitative and quantitative), literature reviews, survey administration and focus group facilitation.
- Assist in deriving, updating and publishing new AASP best practices.
- Serve as an AASP conference team member in the planning, development and execution of the annual conference.
- Assist with the creative design process in the development of AASP marketing, promotional and conference materials.