



LEADERSHIP DEVELOPMENT

Job Descriptions – 2024-25 NCAA Postgraduate Internships

INCLUSION, EDUCATION AND COMMUNITY ENGAGEMENT

Inclusion Intern

General position summary: The intern will support the office of inclusion by collaborating on educational programming and sessions, leading event planning and communications projects for the NCAA Inclusion Forum, and providing project management and subject matter expertise to resource development. These efforts support the NCAA national office, member institutions, conference offices and student-athletes in their diversity, equity, inclusion, belonging and accessibility efforts. The primary content areas of focus will be supporting internal and external efforts related to disability inclusion, international inclusion, LGBTQ inclusion, race/ethnicity inclusion, and women/gender equity inclusion. Inclusion interns will also receive experiences in Leadership Development and Community Engagement. Expressing knowledge or understanding related to more than one key area of interest is strongly encouraged.

The 2024-25 NCAA office of inclusion intern will be supervised by the director of inclusion who oversees the core areas of Disability and LGBTQ. The intern will be engaged in initiatives/projects/programming for these two core areas and will also have the opportunity for a robust and meaningful experience across the office of inclusion's core areas and major programs and initiatives.

Former inclusion interns have accepted jobs in the NCAA national office, pursued advanced degrees, and obtained careers specific to enhancing diversity and inclusion in athletics administration across higher education.

Desired knowledge, skills, and abilities: Strong analytical and communication skills; the ability to collaborate in a team environment to reach goals; an attitude of respect; an open mind that is receptive to learning more about diversity, equity, inclusion, belonging and accessibility; a strong work ethic; attention to detail; comfort public speaking and educating; a willingness to be flexible; and a passion for utilizing sports as a vehicle toward social change.

Essential duties:

- Engage and partner with all members of the office of inclusion in various efforts within all five core areas and their intersections:
 - Disability inclusion: support the USOPC/NCAA Para-College Inclusion Project
 - International inclusion: support developing of resources and future initiatives
 - LGBTQ inclusion: support the Common Ground Leadership Team and related programming.
 - Race/Ethnicity: support programming and collaborations with HBCUs and the Black Student-Athlete Summit.
 - Women/gender equity: support Woman of the Year educational programming for honorees and research tracking in women's leadership.
- Assist with major programs and initiatives by supporting the inclusion team in planning, managing, communicating and executing large-scale events, such as the NCAA Inclusion Forum, NCAA/MOIC/SAAC Diversity and Inclusion Social Media Campaign and programming at the NCAA Convention.
 - Inclusion interns will also support at least one program or event in Leadership Development and Community Engagement.

ncaa.org/internship



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- Engage with and support the Committee to Promote Cultural Diversity and Equity, Committee on Women's Athletics, the Minority Opportunities and Interests Committee, and the Gender Equity Task Force.
- Partner with NCAA staff to maximize the social media presence for inclusion-related initiatives and communications.
- Research, edit and assist in writing educational resources related to diversity, equity, inclusion, belonging and accessibility for the NCAA membership and national office.
- Other responsibilities are determined by the needs of the department.