



## Legal Affairs Intern Job Description

### General position summary:

The legal affairs intern will assist in providing overall service offerings covering a broad range of subject matters including, contracts, subpoenas, discovery, regulatory support, IP enforcement, privacy, and more. This is a truly versatile role and ensures additional bandwidth and increased departmental depth/breadth necessary for gap areas. This role requires flexibility, willingness to learn and lead, and enthusiasm for being a team player.

### Desired knowledge, skills, and abilities:

- Strong critical thinking and analytical skills.
- Excellent customer service skills.
- High level of attention to detail throughout all work product.
- High level of astuteness.
- Excellent written and oral communications skills.
- Ability to effectively collaborate with both internal and external stakeholders.
- Ability to understand and use diplomacy.
- Ability to influence, inform and engage to encourage collaboration.
- Strong problem-solving skills.
- Strong emotional intelligence.

### Essential duties:

**\*\*All legal work assignments will be under the supervision of the general counsel or associate general counsel.**

- Assist with providing support for various regulatory matters.
- Assist with various contractual and procurement matters, including contract drafting and review, drafting and responding to subpoenas and other trademark activity.
- Assist with various internal (national office) matters related to policy, human resources and finance such as policy review, data analytics, information gathering and issue spotting from an enterprise risk perspective.
- Assist with providing coverage for sport-specific matters and governance groups including drafting waivers/releases, reviewing/revising sport manuals and operations guides.
- Draft letters, memoranda, and other correspondence in response to general inquiries received.
- Research issues of law and prepare memoranda for the office of the general counsel.
- Conduct investigation of intellectual property infringements
  - Prepare cease and desist correspondence when appropriate.
  - Organize infringement activity and NCAA response.
  - Conduct follow-up.
- Assist in process planning, development and implementation.
- Special projects such as:
  - Assisting with the development and implementation of national office legal compliance education programming.
  - Assisting with the development and delivery of the legal education programming for membership at the NCAA Convention.
  - Assisting with the development and execution of the yearly legal summit and/or compliance education programming for outside counsel.
- Other duties as assigned.