



Administrative Services (rotational)

This role is designed for those individuals who have an interest in becoming a business leader in athletics.

Desired knowledge, skills and abilities:

- Self-starter.
- Good communicator (written and verbal).
- Organizational skills.
- Detail-oriented.
- Flexible and open to opportunities as they arise.
- Analytical.
- Intermediate knowledge of Microsoft Office Suite.
- Basic accounting, finance and/or audit knowledge.

General position summary: The administrative services rotational intern will assist staff on a rotational basis in the areas of enterprise risk management, travel and operations, human resources, accounting, and financial planning and analysis.

Key projects and responsibilities in each business area:

Enterprise risk management

The postgraduate intern will assist the NCAA enterprise risk management team in completing a variety of different audit projects.

- Assist in all phases of internal audit work, including planning, fieldwork, wrap-up and follow-up.
- Assist in the execution of external business relationship audits of various championships.
- Assist in the assessment of internal controls over financial reporting.
- Contribute to risk assessments.
- Contribute to special assignments and committee work, as assigned to the NCAA internal auditor.
- Assist in tracking and reporting key performance indicators.
- Participate in select opportunities for companywide professional development opportunities (e.g., volunteering to support championships, committee meetings, etc.)

Travel and operations

The postgraduate intern will gain experience in travel, meetings and events, and facility management. Contact with vendors, contractors, maintenance staff, community figures and national office staff would be part of the program.

- Understanding of facility maintenance and general operations.
- Prioritization of capital projects.
- NCAA Convention on-site experience.
- Assist with men's and women's basketball team travel logistics.
- Assist travel with special projects including but not limited to championship balancing/reconciliations and Champs Playbook coordination.

Human resources

The postgraduate intern will gain foundational human resources experience as part of the rotational assignment. The assignment will be focused on the recruiting/hiring, onboarding and performance management components of the HR life cycle. Below are the modules for the HR assignment.

- Recruiting and hiring — Observe, learn and support the full-cycle recruitment process for at least two nonexempt-level positions. Provide support throughout the sourcing, screening and offer process.
- Onboarding — Assist in planning and implementation of learning events (e.g., new employee orientation, DiSC sessions, effective feedback).
- Performance management — Develop a working knowledge of the NCAA performance management process; assist the HR team with developing staff communications and capturing performance management metrics; co-facilitate at least one performance management tool training session for new hires.
- Special projects — Projects designed to give the intern an opportunity to develop a project from start to finish and opportunities to present to staff.

Accounting, financial planning and analysis

The postgraduate intern may assist the financial operations department with a variety of tasks similar to an athletics and conference business office.

- Assist with championships financial operations and audits.
 - Review and approve host reports for NCAA championship events.
 - Prepare financial analyses on championship format or travel changes.
 - Assist with internal financial reporting and analysis.
 - Review and approve concessions share reporting.
 - Prepare and/or assist with ad hoc financial and operational analyses.
- Assist with the NCAA accounting department:
 - Assist with the preparation of employee benefit plan financial statements.
 - Prepare and/or assist with ad hoc financial and operational analyses.
 - Assist with certain monthly reconciliations.
 - Complete other projects as assigned.
- Assist with NCAA Division I and Division II revenue distributions.