



Championships and Alliances: Division I Men's Basketball

This position is responsible for the administration of specified areas of the NCAA Division I Men's Basketball Championship.

Duties and responsibilities include:

1. Aid the Division I men's basketball staff in the administration of the Division I Men's Basketball Championship.

- a. Work with the Indianapolis Local Organizing Committee to unveil the 2027 Final Four logo. Intern will oversee all aspects of the 2027 logo launch, including the unveiling event, mementos, run of show and media availability.
- b. Author the quarterly Men's Basketball Selection Committee alumni newsletter.
- c. Conduct basketball-related research projects to assist the Men's Basketball Committee during its meetings.
- d. Participate in Men's Basketball Selection Committee meetings to gain insights on the men's basketball tournament, future site selection, future programming and more.
- e. Attend mock selections meeting with the Men's Basketball Selection Committee and learn all aspects of the selection process, including seeding, bracketing and overall protocol.
- f. Use your own basketball experience to provide input during all men's basketball meetings.
- g. General administrative duties, including drafting meeting agendas, scheduling conference calls, shipping and preparing materials for committee meetings.
- h. Manage men's basketball weekly staff meetings, serving as the facilitator and recording meeting minutes.
- i. Assist colleagues with other projects and duties as assigned.

2. Responsibilities relative to the preliminary rounds of the championship.

- a. Attend and assist with a preliminary round site visit to the host city.
- b. Provide on-site assistance at preliminary round sites during March Madness, including game operations, lodging and media operations.
- c. Assist staff on Selection Sunday with team transportation, conference calls with teams and other necessary duties.
- d. Assist in the production of the Administrative Manual that is provided to NCAA staff, hosts and Men's Basketball Committee members detailing various tournament logistics.

3. Responsibilities relative to the Men's Final Four site.

- a. Compile slides for the monthly Final Four Local Organizing Committee wrap-up meetings.
- b. Assist with the preparation of materials for the tournament administration. Update and edit Final Four Host Operations Seminar PowerPoint.
- c. Work with the men's basketball staff to oversee the championship operations of the Final Four.
- d. Manage the private Fan Fest Student Athlete Preview event of the Final Four participating teams.
- e. Point person for correspondence, schedule, credentials and overall creation of the Final Four Family Event held for the families of the participating student-athletes.
- f. Oversee the trophy tour program of the Men's Basketball National Championship trophy.
- g. Coordinate the photoshoot list for pregame and postgame on-court group photos at the national championship game.
- h. Assist men's basketball staff with ancillary events and programs, including Next Generation Sunday, Street Team program, team arrivals and others.



4. Coordinate the dissemination of information to the Division I men's basketball membership, hosts and Division I Men's Basketball Championship participants.

- a. Maintain and update current and future key contacts.
- b. Draft, format and prepare general correspondence, reports, meeting supplements and forms.
- c. Assist with email and telephone inquiries regarding the Division I Men's Basketball Championship.
- d. Update various databases for the men's basketball staff, including the men's basketball committee alumni roster, men's basketball tournament attendance and broadcast data, as well as Transfer Portal information.
- e. Coordinate a tour of the men's basketball championship trophy to member institutions during the basketball season.
- f. Coordinate the automatic qualifier memento ticket process with the women's basketball intern.

5. Assistance with NCAA College Basketball Academy.

- a. Assist with communication to high school prospects attending the NCAA College Basketball Academy.
- b. On-site responsibilities include roster changes, management of contractors on-site, assistance with life skills staff and other duties.
- c. Assist with academy registration, athletic assessment and other programming.

Key learnings interns will gain throughout their internship:

1. How to navigate a corporate environment.
2. How the 68 teams are chosen for the DI Men's Basketball Tournament.
3. How to run an event from start to finish.
4. Budget management.
5. How broadcast partners, corporate partners and other constituents collaborate with the NCAA to put on the Final Four.

Preferred qualifications and minimum requirements:

1. Bachelor's degree (required).
2. Ability to prioritize projects and tasks.
3. Strong desire to learn and improve.
4. Ability to work with little or no supervision, quickly and under pressure (required).
5. Proficient skills in word processing, Microsoft Office software and usage of general office equipment.
6. Passion for basketball and the student-athlete experience.
7. Excellent written and oral communications skills essential.

Principal contacts:

1. Men's and women's basketball staffs — daily.
2. Tournament host institutions, conferences and local organizing committees — daily.
3. Leadership development department — monthly.
4. Division I Men's Basketball Committee — quarterly.
5. Division I Men's Basketball Oversight Committee — quarterly.
6. NCAA membership — daily.
7. General public — daily.
8. Other NCAA staff members — daily.
9. National Association of Basketball Coaches staff — monthly.