

Championships and Alliances: Championships Operations

Former interns in this area have accepted positions with the NCAA and in conference office championship administration and campus event management/game operations positions.

General position summary: The championships and alliances internship positions in the championships operations group are designed to provide substantial experience in areas pertinent to planning successful national championships across all three divisions, as well as development and maintenance of playing rules and officiating matters. Interns will have the opportunity to interact with sports and playing rules committees, tournament hosts, external partners and vendors, as well as internal staff, while assisting with operational and organizational planning, rankings and selections, and fulfillment of on-site responsibilities at assigned championships. Additionally, interns will be exposed to the day-to-day sport business operations involved with the NCAA national office. Interns will also gain exposure to championship-related areas including, but not limited to: playing rules, officiating, branding and fan experience, community engagement, corporate relationships, licensing, equipment suppliers, marketing, ticketing, digital and social media services, broadcast media services, media coordination and statistics.

Essential duties:

1. Execute duties assigned with select championships.
 - a) Edit and finalize championship host, participant and committee operations manuals.
 - b) Participate in host planning meetings and teleconferences.
 - c) Assist with on-site activations for community engagement and/or corporate partners.
 - d) Work with national sport committees during championship planning, rankings and championship selection processes.
 - e) Assist with budgeting for predetermined and nonpredetermined host sites.
2. Execute duties as assigned related to playing rules and officiating.
3. Coordinate staff projects, project teams and professional development.
4. Attend and participate in championships staff meetings and educational sessions.

Preferred qualifications and minimum requirements:

1. Bachelor's degree (required).
2. Event operations and planning experience.
3. Strong written and verbal communication skills.
4. Strong time management and organizational skills with attention to detail.
5. Ability to multitask and work well in a group or individually.
6. Ability to work with little supervision, quickly and under pressure.
7. Ability to analyze, problem solve and provide recommended solutions.

Principal contacts:

1. Sport committees.
2. Host sites and local organizing committees.
3. Internal NCAA championship groups (e.g. playing rules, marketing and ticketing, broadcast, media coordination, branding and fan engagement, etc.).
4. NCAA member schools and conferences.