

Championships and Alliances: Division I Women's Basketball

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

Duties and responsibilities:

1. Provide assistance to the Division I Women's Basketball staff in the administration of the NCAA Division I Women's Basketball Championship.
 - a. Assist with the revision, production and distribution of manuals.
 - b. Arrange meetings, teleconferences and videoconferences as necessary.
 - c. Create, record and maintain meeting agendas and reports for all women's basketball staff and Women's Final Four working group meetings.
 - d. Provide support for mock selection exercise held annually in the late summer.
 - e. Review and organize championship bid process and site selection materials.
 - f. Assist with implementation of the Women's Basketball Strategic Plan.
 - g. Serve as the internal women's basketball Engagement Resource Group coordinator.
 - h. Perform other special projects, research and duties as assigned.
2. Coordinate the dissemination of information to the Division I women's basketball membership, hosts and Division I Women's Basketball Championship participants.
 - a. Draft, format and prepare general correspondence, reports, meeting supplements and forms.
 - b. Assist with email and telephone inquiries regarding the Division I Women's Basketball Championship.
 - c. Assist with ordering and coordination of equipment and supplies to be distributed to first/second round and regionals sites.
3. Responsibilities relative to the Women's Final Four site.
 - a. Provide support staff assistance at the Women's Final Four.
 - b. Assist with the preparation of materials for tournament administration.
 - c. Oversee the band and cheerleading schedules and requests at the Women's Final Four.
 - d. Staff the Women's Final Four and various ancillary events.
 - e. Point person for correspondence, schedule and requests of ball kids.
 - f. Oversee Ambassador program.
 - g. Organize the student-athlete family reception on semifinal night.
 - h. Serve as liaison to the local organizing committee with matters relative to sustainability.
4. Other duties based off interest and need relative to women's basketball championships.
 - a. Support marketing strategy through tactic development.
 - b. Provide general assistance for women's basketball officiating and the national officiating improvement program.
 - c. Perform duties relative to the Division II and Division III Women's Basketball Championships, including administrative support, material preparation for selections and on-site support.
 - d. Assist in facility and game operations for the Women's Final Four, as desired.

Preferred qualifications and minimum requirements:

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

Principle contacts:

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