



## **Regulatory Affairs: Enforcement (three positions available)**

Former interns in this role have accepted jobs in compliance and administration at member schools and conference offices in all three NCAA divisions, collegiate sports law practices, amateur sport governing bodies and the NCAA national office.

**Desired knowledge, skills and abilities:** A desirable candidate displays proficient skills in analytical thinking, communication organization, problem solving and time management. An ideal candidate is capable of managing multiple projects at once while producing high-quality results in a timely manner.

**General position summary:** Support and assist the enforcement staff in monitoring, investigating and processing Level III/secondary violations of NCAA bylaws.

### **Essential duties:**

- Level III/secondary violations:
  - Receive, review and process self-reported violations from institutions and conferences through the Requests/Self-Reports Online system.
  - Use the Legislative Services Database for the Internet and RSRO to research case precedent and ensure correct bylaw citation and appropriate penalties.
  - Communicate with institutional representatives to inform them about the status of reported Level III/secondary violations and respond to any questions concerning the process and penalties.
  - Take information received from a variety of sources to draft letters of inquiry to institutions to determine whether a violation has occurred.
  - Create database entries for schools to use on RSRO.
  - Attend and participate in weekly Level III/secondary staff meetings.
  - Serve as a resource to the enforcement staff regarding Level III/secondary matters.
- Investigation case support:
  - Provide case support to investigators during inquiries into potential Level I, II and/or major violations of NCAA bylaws.
  - Participate in interviews of prospective student-athletes, student-athletes, athletics department staff, institutional staff and other relevant individuals to determine whether they have knowledge of and/or involvement in violations of NCAA legislation.
  - Review and provide analysis of documents/records pertinent to investigations.
  - Conduct web-based and social media platform monitoring/research for relevant information concerning ongoing Level I, II and/or major cases.
  - Assist investigators with research and other projects as needed.
- Other responsibilities:
  - Attend monthly enforcement staff meetings.
  - Participate in mock hearings, review boards and other enforcement staff quality control initiatives.
  - Attend a Committee on Infractions hearing.
  - Other projects as assigned.

*Applicants interested in enforcement are also typically interested in the academic and membership affairs, Eligibility Center and governance internships.*

