



Executive Affairs

The executive affairs staff supports the NCAA president as the chief advocate for intercollegiate athletics and provides administrative support services to the Association.

Internship summary: The executive affairs internship provides a broad-range, cross-functional experience, supporting the office with event planning, executive communications, and Association and public outreach. The intern reports to the associate director of executive affairs and collaborates with the other members of the office throughout the year. This full-time, yearlong internship requires the intern to commit to a minimum of 40 hours per week, with some nights and weekends. Occasional travel and overtime are required for onsite event implementation. Confidentiality and a high level of professionalism are essential to being successful in this role.

Former executive affairs interns have gone on to work for national governing bodies and member schools and conferences, as well as professional sports teams and in the private sector.

Essential duties:

- Use the collaborative software Salesforce for data management.
- Conduct targeted research and track issues impacting college sports and higher education.
- Draft executive correspondence.
- Perform administrative duties, including printing, copying and filing documents.
- Process and document incoming mail and responses, including public and membership inquiries.
- Reach out to national office staff, membership and the public via email correspondence and phone calls.
- Actively participate in multiple, coinciding cross-functional event planning teams, including staff events (e.g., summer outing, staff appreciation day, holiday party) and elements of Association and championships events (e.g., NCAA Convention and Men's and Women's Final Fours). Duties include assisting with project management, developing event schedules and materials, and drafting briefing documents.
- Assist and prepare president for executive meetings and events.
- Provide onsite event support, including managing daily working schedules, implementing creative event elements, tracking food and beverage services for guests, and aiding in a successful event flow and positive guest experience.
- Must be able to lift 25 pounds with reasonable accommodation.

Essential competencies:

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| • Avid learner. | • Attention to detail. |
| • Collaboration and independence. | • Customer service. |
| • Communication, both oral and written. | • Planning and organizing. |
| • Effective listening. | • Responsibility and discipline. |
| • Researching and investigating. | • Time management. |
| • Adaptability/flexibility/multitasking. | • Computer knowledge. |

Desired knowledge, skills and abilities: An ideal candidate has a keen interest in intercollegiate sports or non-profit management. Business awareness is beneficial. He or she should also enjoy working with others from a variety of backgrounds and should remain flexible and proactive and work efficiently to solve problems.

Assessment: Evaluation of qualified candidates may include a writing assessment exercise in addition to the competency-based interviews.

Education: Bachelor's degree required.