



LEADERSHIP DEVELOPMENT

Job Descriptions – 2026-27 NCAA Postgraduate Internships

INCLUSION, EDUCATION AND COMMUNITY ENGAGEMENT

Office of Inclusion Intern

General position summary: The inclusion intern will support the office of inclusion by developing and presenting educational programming to the NCAA membership and national office, collaborating on event planning for the annual NCAA Impact Forum, contributing to key initiatives such as the NCAA social media campaign, and providing project management and subject matter expertise for resource development. These responsibilities support the NCAA national office, member schools, member conferences and student-athletes in their belonging and well-being efforts. The primary focus of the inclusion intern will be to support internal and external efforts related to belonging and well-being. The intern will also receive practical experience in the offices of leadership development and community engagement.

The 2026-27 NCAA inclusion intern will be supervised by one of the directors of inclusion. While engaged in initiatives/projects/programming led by the supervising director, the intern will also have the opportunity for a robust and meaningful experience across the office of inclusion major programs and initiatives, all with an intersectional approach.

Former inclusion interns have accepted jobs at the NCAA national office, member schools, conferences and professional sports organizations; pursued advanced degrees; and obtained careers specific to enhancing belonging and well-being within a variety of industries.

Desired knowledge, skills and abilities of candidates: Possess a high level of organization and attention to detail; self-start and show initiative and leadership; have strong analytical and communication skills; can collaborate in a team environment and work independently; are willing to think critically and learn about belonging and well-being; have a strong work ethic; are comfortable public speaking and educating; possess a willingness to be flexible; and have a passion for using sports as an agent for access and opportunity.

Essential duties:

- Engage and partner with all members of the office of inclusion in various intersectional efforts:
 - Support the U.S. Olympic and Paralympic Committee/NCAA Para-College Inclusion Project.
 - Support development of resources and future initiatives for international engagement.
 - Support the Common Ground program.
 - Support programming and collaborations with historically Black colleges and universities.
 - Support efforts to expand participation opportunities for women in sports and grow the pipeline of women in athletics leadership.



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- Assist the office of inclusion in planning, managing, communicating and executing large-scale events, such as the NCAA Impact Forum.
- Lead in the planning, management, socialization and execution of the NCAA social media campaign.
- Support at least one program or event in the offices of leadership development and community engagement.
- Engage with and support the NCAA Committee on Access, Opportunity and Impact.
- Research, edit and assist in compiling resources related to belonging and well-being for the NCAA membership and national office.
- Present and facilitate content related to belonging and well-being for the NCAA membership and national office.
- Manage other responsibilities as determined by the needs of the department.