



LEADERSHIP DEVELOPMENT

Job Descriptions – 2026-27 NCAA Postgraduate Internship

INCLUSION, EDUCATION, AND COMMUNITY ENGAGEMENT INTERN (IMMERSION)

This role is designed for those individuals that have an interest in working in community engagement and leadership development.

Desired Knowledge, Skills and Abilities: Self-starter, analytical and detail-oriented, a critical thinker, strong communication (written and verbal) skills, collaborative in a team environment to reach goals, an attitude of respect and a strong receptiveness to learning more about developing people, community engagement, and equity, diversity and inclusion. A strong work ethic, a willingness to be flexible, computer software knowledge, and open to expansive opportunities.

General position summary: The Inclusion Education and Community Engagement Immersion intern will assist staff in the areas of Community Engagement and Leadership Development.

Essential duties in each area:

AASP/Community Engagement

The intern will gain experience in both Project Management, Program Design, and Communications Contact with vendors, contractors, maintenance staff, community stakeholders, and national office staff

Assist with the management of the [Accelerating Academic Success Program](#) and Community Engagement Initiatives that include, but not limited to:

- Monitoring and updating SharePoint, monitoring the AASP inbox, updating brochures and other documents.
- Assist in creating events and managing the Community Engagement digital tracking tool, Helper Helper, and generate data driven reports and materials for SVP IECE
- Ensure Ambassador Program is properly aligned with and integrated into Human Resources
- Create and update the annual Community Engagement calendar for national office, SharePoint and portal
- Serve as liaison to coordinate Team IMPACT X NCAA Championship experiences with student-athletes and families
- Assist with coordination of grant reporting processes and attend all AASP staff liaison team meetings and other AASP-related meetings to draft meeting reports.
- Submit Community Engagement projects in Asana tool for communications
- Assist with coordination and serve as liaison for *Readers Become Leaders* matinee games and events
- Participate in the processing and review of grant/award applications and grant renewal assessments.
- Assist in AASP academic research efforts with tasks such as data collection, data analysis (qualitative and quantitative), literature reviews, survey administration and focus group facilitation.
- Assist in deriving, updating and publishing new AASP best practices.
- Serve as an AASP conference team member in the planning, development and execution of the annual conference.
- Assist with the creative design process in the development of AASP marketing, promotional and conference materials.
- Assist with the coordination, development, and logistics planning around the Men's and Women's Final Four Legacy Projects.



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Leadership Development

The intern will gain experience in planning, developing and implementing various initiatives and programs offered by the unit that directly serve membership audiences.

- Assist the Associate Director with administration of the postgraduate internship program (PGIP) including:
 - Planning, leading and communicating Talent and Culture meetings.
 - Planning and executing the PGIP Interviews for the following year cohort.
 - Social event planning.
 - Administering the Mentor program.
 - Monitor Internship inbox.
- Actively participate in the program development process, assisting with the program schedule and curriculum creation, speaker communication, event flow and logistics.
- On-site execution of program responsibilities including:
 - Managing the working schedule that details daily responsibilities of each staff member during a program.
 - Assisting with the operational and logistical needs of the event.
 - Facilitating activities, panels and group discussions.
 - Managing speaker and participant communication during event dates.
 - Supporting program administrator, speakers and consultants as needed during program sessions.

IECE Projects

- Work with Senior Vice President of Inclusion Education and Community Engagement (IECE) for special projects.