



## **Inclusion, Education and Community Engagement: Leadership Development (two positions available)**

**General position summary:** NCAA leadership development educates and empowers student-athletes, coaches and athletics administrators through transformative experiences that develop effective leaders, cultivate an inclusive community and enhance the college sports landscape.

The leadership development interns are responsible for actively participating in the planning, development and implementation of the various events and programs offered by the unit that directly serve membership audiences. Additionally, interns in leadership development will be charged with leading internal and external projects that will assist the unit in meeting its goals and priorities. The intern position requires travel for on-site implementation of program duties and semi-frequent overtime hours due to programming responsibilities.

Former interns from this department have gone on to serve in roles within intercollegiate athletics that include student-athlete development, career development, athletics academic advising, diversity, equity and inclusion, and athletic development.

### **Desired knowledge, skills and abilities:**

- Self-starter capable of leading projects who possesses strong interpersonal skills.
- Strong organizational skills.
- Excellent customer service skills.
- High level of attention to detail throughout all work product.
- Excellent written and oral communications skills.
- Ability to effectively collaborate with both internal and external stakeholders.
- Ability to balance and prioritize multiple projects and tasks simultaneously.
- Ability to work with little or no supervision, quickly and under pressure.
- Knowledge of Microsoft Office, Excel and Outlook software and usage of general office equipment.
- Knowledge of higher education and collegiate athletics.
- Passion for the development of others.

### **Essential duties:**

- 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.
- Manage external inquiries from speakers, consultants and other resource providers.
- Coordinate the distribution of DiSC assessments to membership institutions.
- Assist in the management of the diversity grant initiative for Division II and Division III.
- Engage in special projects assigned by leadership development staff.
- Participate on at least one cross-functional team, demonstrating collaboration and performance that enhances team performance.
- Additional internship assignments may include the following, dependent on skills/experience:
  - Support of e-learning staff with content creation and module development such as script writing, sourcing of assets (e.g., photos) and module testing.
    - Serve as an NCAA Learning Portal administrator.
    - Collaborate with subject matter experts.
    - Contribute to content creation.
    - Participate in e-learning project planning.
    - Design reports.



## LEADERSHIP DEVELOPMENT

- Assist in assessment and online learning modules creation.
- Support of leadership development design and branding strategy.
- Assistance with creating leadership development newsletter, website and social media content.
- Maintenance of leadership development's alumni database.
- Assistance with creating leadership development annual report.