



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Corporate Relations

General position summary: As part of the championship engagement staff, this individual will be responsible for assisting the corporate relations staff with projects and assignments related to NCAA corporate partners (sponsors). These would include activation plans, sponsorable opportunities and programs, management of championship on-site projects and overarching Corporate Champions and Partners Program documents, trackers, contracts and projects. You will gain experience working with internal and external teams, sponsors, broadcast partners, agencies and vendors.

Desired knowledge, skills and abilities:

- Experience in sponsorship, marketing and event planning.
- Organized, motivated team player who enjoys multitasking and learning.
- Ability to maintain and create relationships, analyze, problem-solve and think strategically.

Essential duties:

- Actively engage and participate in department's initiatives, leading by example of the national office values.
- Assist with support of corporate partner accounts with the corporate relations account management team.
- Actively engage in support of Corporate Champions and Partners Program events, such as the Women's Final Four and Men's Final Four familiarization meetings and Championships Summit.
- Manage and assist with various corporate relations projects and programs, such as presentation deck preparation, tracking and documentation, behind-the-scenes tour coordination, trophy request management, CCP Playbook upkeep and SharePoint organization.
- Provide on-site championship support at assigned championships in a corporate relations role to execute CCP activations and elements in addition to reporting ambush activities.
- Assist in marketing and grassroots initiatives to increase ancillary event attendance at select championships.
- Perform other duties and responsibilities as assigned.



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Game Presentation

General position summary: This intern is responsible for assisting with game presentation/in-venue entertainment for NCAA championships. This includes communication, planning and execution of pregame, in-game and postgame entertainment such as introductions, anthems, video board content, scripts and run of show documents, break entertainment, awards presentations, special effects and more. This individual will also assist the championships operations team in its goal to provide a successful collegiate championship experience to student-athletes, fans and communities.

Desired knowledge, skills and abilities:

- Experience working in a marketing, fan experience or game presentation department on campus.
- Assistance with writing scripts and runs of show.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team environment, as well as independently with minimal direction when needed.
- Strong critical thinking, problem-solving and time management skills with a high attention to detail.
- Base-level control room knowledge.

Essential duties:

- Assist game presentation staff in the management of select championships in-venue presentations, including vendor agreements, day-to-day communication, implementation and execution.
- Coordinate on-site entertainment such as introductions, anthems, color guard, halftime and break entertainment, postgame awards presentations, special effects and other enhancements.
- Aid in the communication, distribution and execution of the Van Wagner production materials (public address announcer game scripts, run of show documents, game production templates).
- Research for Van Wagner videos and content review.
- Supply creative concepts for video board content and activations.
- Communicate with membership and host sites for preliminary-round execution.
- Collaborate with internal teams on marketing, ticketing, social/digital, and corporate relations in development of content and execution through scripts and runs of show.



LEADERSHIP DEVELOPMENT

Perform other duties and responsibilities as assigned.

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Men's Basketball

General position summary: This intern supports the administration of the Division I Men's Basketball Championship, assisting with planning, communication and execution of championship operations. The intern collaborates with national office staff, the membership and local organizing committees to support championship events surrounding the Men's Final Four and preliminary rounds.

Desired knowledge, skills and abilities:

- Strong organization, time management and project coordination skills.
- Event operations and planning experience.
- Ability to work with little or no supervision, quickly and under pressure required.
- Strong written and oral communications skills.
- Proficient skills in word processing, Microsoft Office software and use of general office equipment.
- Strong desire to learn and improve.

Essential duties:

- Assist in the administration of the NCAA Division I Men's Basketball Championship.
- Manage the private Fan Fest student-athlete preview event for the Men's Final Four participating teams.
- Support development, revision and distribution of championship manuals.
- Coordinate logistics for meetings, including scheduling, agendas and documentation.
- Draft and prepare correspondence, reports and communication materials.
- Respond to inquiries from hosts and member schools.
- Coordinate ordering and distribution of equipment and supplies to the championship sites.
- Provide on-site operational support during the championship.



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Championships Operations

General position summary: The championships and alliances internship positions in the championships operations group are designed to provide substantial experience in areas pertinent to planning successful national championships across all three divisions as well as development and maintenance of playing rules and officiating matters. The championships operations interns will have the opportunity to interact with sports and playing rules committees, tournament hosts, external partners and vendors, and internal staff while assisting with operational and organizational planning, rankings and selections, and fulfillment of on-site responsibilities at assigned championships. Additionally, the championships operations interns will be exposed to the day-to-day sport business operations involved with the NCAA national office. The championships operations interns will also gain exposure to championship-related areas including playing rules, officiating, branding and fan experience, community engagement, corporate relationships, licensing, equipment suppliers, marketing, ticketing, digital and social media services, broadcast media services, media coordination and statistics.

Desired knowledge, skills and abilities:

- Event operations and planning experience.
- Strong written and verbal communication skills.
- Strong time management and organizational skills with attention to detail.
- Ability to multitask and work well in a group or individually.
- Ability to work with little supervision, quickly and under pressure.
- Ability to analyze, problem-solve and provide recommended solutions.

Essential duties:

- Execute duties assigned with select championships.
 - Edit and finalize championship host, participant and committee operations manuals.
 - Participate in host planning meetings and teleconferences.
 - Assist with on-site activations for community engagement and/or corporate partners.
 - Work with national sport committees during championship planning, rankings and championship selection processes.
 - Assist with budgeting for predetermined and nonpredetermined host sites.
- Execute duties as assigned related to playing rules and officiating.
- Coordinate staff projects, project teams and professional development.
- Attend and participate in championships staff meetings and educational sessions.



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Championships and Alliances: Women's Basketball

General position summary: This internship supports the administration of the Division I Women's Basketball Championship, assisting with the planning, communication and execution of championship operations. The intern collaborates with national office staff, membership and local organizing committees to support championship events surrounding the Women's Final Four and preliminary rounds.

Desired knowledge, skills and abilities:

- Strong organization, time management and project coordination skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated ability to collaborate with internal and external stakeholders.
- Attention to detail and ability to produce high-quality work.
- Passion for women's basketball and the student-athlete experience.
- Ability to work in a team environment and independently.
- Strong problem-solving and critical thinking skills.
- Flexibility to adapt to changing priorities and deadlines.
- Proficiency in Microsoft Office and general business systems.

Essential duties:

- Assist in the planning and on-site execution of the Women's Final Four Bounce and the Women's Final Four student-athlete guest event.
- Assist in the administration of the NCAA Division I Women's Basketball Championship.
- Assist with championship operations, including band and spirit squad coordination and ball kid management.
- Support development, revision and distribution of championship manuals.
- Coordinate logistics for meetings, including scheduling, agendas and documentation.
- Draft and prepare correspondence, reports and communication materials.
- Respond to inquiries from hosts and member schools.
- Coordinate ordering and distribution of equipment and supplies to the championship sites.
- Provide on-site operational support during the championship.



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Championships and Alliances: Social Media

General position summary: This intern is responsible for assisting with the planning, execution and coverage of social media content for NCAA Division I championship events and season-long coverage. This includes creating and publishing content across platforms, capturing in-game and behind-the-scenes moments, supporting live event coverage, monitoring engagement, and helping execute overall social media strategy. The individual will also assist with content planning, creative ideation, trend monitoring, community management, and other areas such as communications, branding, and event marketing when needed. This role will support the championships operations team in providing a successful and engaging championship experience for student-athletes, fans, communities and stakeholders.

Desired knowledge, skills and abilities:

- Experience working in a social media or communications department on campus.
- Strong written, verbal and organizational skills.
- Ability to work individually and within a team.
- Strong attention to detail.

Essential duties:

- Assist in planning and executing social media coverage for championship events and NCAA properties across Instagram, X, TikTok, Facebook and other emerging platforms.
- Capture and publish real-time content including photos, videos, highlights, interviews, and behind-the-scenes coverage during events.
- Support the development and maintenance of content calendars, posting schedules and campaign timelines.
- Create engaging social content tailored to platform-specific audiences and best practices.
- Monitor social media trends, viral moments and platform updates to help drive innovative content strategies.
- Assist with community management by monitoring comments, messages, mentions and fan engagement across platforms.
- Collaborate with internal teams on marketing, ticketing, social/digital and corporate relations in development of content and execution through scripts and runs of show.
- Collaborate with communications, creative, marketing and championships staff to ensure cohesive messaging and branding.
- Help track social media analytics and prepare performance reports highlighting engagement, growth and campaign success.
- Maintain brand standards and ensure all social media content aligns with organizational voice, style and guidelines.
- Perform other duties and responsibilities as assigned.