



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Eligibility Center

Position summary: The NCAA Eligibility Center is responsible for certifying the initial-eligibility status of Division I, II and III prospective student-athletes. The Eligibility Center is made up of five teams that work collaboratively to support this process: core processing, high school review, academic and athletics review, customer service, and outreach and strategic partnerships. Eligibility Center interns will have the unique opportunity to rotate among these five teams throughout their internship experience while collaborating with NCAA staff on a variety of projects and initiatives.

Desired knowledge, skills and abilities:

- Knowledge of or interest in higher education, college athletics, NCAA governance, compliance or eligibility processes is preferred.
- Adaptability and willingness to learn, particularly in a rotational internship setting with exposure to multiple functional areas.
- Strong written and verbal communication skills, including the ability to communicate professionally with internal and external stakeholders.
- Ability to manage multiple responsibilities and prioritize tasks effectively.
- Ability to maintain professionalism, composure and confidentiality while handling sensitive information.
- Customer service and interpersonal skills, with the ability to provide support and build positive working relationships.
- Ability to work both independently and collaboratively within a team-oriented environment.

Essential duties:

- Assist in reviewing and processing prospective student-athlete registration materials, academic records and supporting documentation to facilitate timely certification decisions.
- Assist in evaluating domestic and international institutions, coursework and academic structures to determine compliance with NCAA initial-eligibility academic standards.
- Process initial-eligibility waivers and athletics certifications for prospective student-athletes.
- Provide rules education and answer questions regarding initial-eligibility rules, policies and procedures for the public.
- Support and build relationships with member schools and external stakeholders through outreach initiatives, presentations and strategic engagement efforts.

Applicants interested in the Eligibility Center are typically also generally interested in the governance and membership services and enforcement internships.