



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Governance and member services: Enforcement

General position summary: This intern works with the enforcement department to support and assist the enforcement staff in monitoring, investigating and processing Level III/secondary violations of NCAA bylaws, as well as other assignments. This intern will work with national office staff to provide support and serve as a resource to member institutions.

Desired knowledge, skills and abilities:

- Related work experience in NCAA collegiate athletics, including compliance, academic and/or institutional support positions, reviewing and applying NCAA legislation.
- Display of proficient skills in analytical thinking, communication, organization, problem solving and time management.
- Demonstrated ability to manage multiple projects at once while producing high-quality results in a timely manner.
- Excellent written, verbal and interpersonal skills.
- High level of professionalism, attention to detail and confidentiality.
- Ability to work collaboratively in a team environment, as well as independently with minimal direction when needed.

Essential duties:

- Receive, review and process self-reported violations from institutions and conferences through the Requests/Self-Reports Online system.
- Use the Legislative Services Database for the Internet and RSRO to research case precedent and ensure correct bylaw citation and appropriate penalties.
- Communicate with institutional representatives to inform them about the status of reported Level III/secondary violations and respond to any questions concerning the process and penalties.
- Provide case support to investigators during inquiries into potential Level I, II and/or major violations of NCAA bylaws.
- Participate in interviews of prospective student-athletes, student-athletes, athletics department staff, institutional staff and other relevant individuals to determine whether they have knowledge of and/or involvement in violations of NCAA legislation.
- Assist investigators with research and other projects as needed.
- Attend weekly Level III/secondary staff meetings and monthly enforcement staff meetings.
- Participate in mock hearings, review boards and other enforcement staff quality control initiatives.