



LEADERSHIP DEVELOPMENT

2027-28 POSTGRADUATE INTERNSHIP JOB DESCRIPTION

Executive affairs

General position summary: This intern supports the executive affairs support staff in the office of the president through project management and administrative support, while collaborating with national office staff on internal and external events. The role involves providing onsite event execution and leadership support, managing and communicating data and conducting research on college sports issues with professionalism, discretion and attention to detail in a fast-paced, collaborative environment.

Desired knowledge, skills and abilities:

- Experience in event and/or project management.
- Strong organizational, analytical, problem-solving and time management skills.
- Proven ability to work both collaboratively and independently with minimal supervision.
- Excellent written, verbal and interpersonal communication skills.
- Ability to conduct targeted research and synthesize information efficiently.
- Preferred proficiency with Microsoft suite, collaborative project and data management tools such as Asana and Salesforce and AI systems like Copilot.
- Knowledge of issues affecting college sports and higher education.
- Experience supporting or working with senior or executive leadership through work study or similar programs.
- High level of professionalism, attention to detail and discretion with confidential information.
- Comfort presenting information to small- and mid-sized audiences.
- Ability to remain proactive, adaptable and efficient while managing multiple priorities under tight deadlines.

Essential duties:

- Support the executive affairs team with project management, administrative functions, presidential engagements and drafting of daily briefing material.
- Collect, manage and communicate data using Salesforce.
- Collaborate with national office staff to plan and execute internal and external events.
- Provide onsite event support, including schedule management, implementation of event elements, tracking food and beverage services and ensuring a positive guest experience.
- Perform administrative tasks such as printing, copying, and processing and documenting incoming mail and responses.
- Staff and advance senior leadership for executive meetings and events.
- Conduct outreach to national office staff, membership and the public via email and phone.
- Maintain a full-time schedule of at least 40 hours per week, including some evenings and weekends.
- Support onsite event implementation through occasional travel and overtime as needed.
- Lift up to 25 pounds with reasonable accommodation.