



U SPORTS INTERNSHIPS WINTER 2019

LOCATION:	National Office, 45 Vogell Rd. Richmond Hill, ON
APPLICATIONS DEADLINE:	November 23rd, 2018
START DATE:	January – April, 2019

ABOUT U SPORTS

U SPORTS is the national brand for University Sports in Canada. Every year, over 14,000 student-athletes and 700 coaches from 56 universities vie for 21 national championships in 12 different sports. U SPORTS also provides higher performance international opportunities for Canadian student-athletes at Winter and Summer Universiades, as well as numerous world university championships.

OBJECTIVE

The objective of the U SPORTS Internship program is to provide students currently enrolled in collegiate / university programs with concrete experience of what it is like to work in the Canadian sport industry. Students will get hands on experience working in the different sectors of U SPORTS. Opportunities to complete challenging, yet rewarding assignments will be provided. It is the goal of the National Office that once students complete their internships, they leave with a better understanding of Collegiate Sport in Canada, develop the necessary skills to work in the industry, and feel as though they have left their mark on the U SPORTS organization.

POSITIONS AVAILABLE (6)

- COMMUNICATIONS
- DIGITAL CONTENT
- FINANCE
- INTERNATIONAL PROGRAMS / MERCHANDISE
- MARKETING AND SPONSORSHIP
- NATIONAL CHAMPIONSHIPS AND SPORT TECHNICAL

A detailed description of each position is provided below.





HOW TO APPLY: Please send all cover letters and resumes by **November 23rd, 2018**, to intern1@usports.ca, citing the position title in the subject line. **Please indicate the top three (3) positions you are interested in applying for.** No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.

To be considered for these positions, all applicants must be currently enrolled in a program approved by a university or college and require the internship for academic credit needed to graduate.

COMPENSATION: Performance based honorarium up to **\$1,500** may be awarded at end of internship term.

REFERENCES MAY BE REQUIRED UPON REQUEST





COMMUNICATIONS INTERN JOB DESCRIPTION – WINTER 2019

ROLES & RESPONSIBILITES

- Creating and curating of traditional and new media content
- Create original digital content (Written, photo, video, and audio)
- Managing of relationships within U SPORTS institutions, media and influencers
- Planning and execution of national communications strategy
- Managing of current and past communications database
- Creating and editing media reports

KEY ATTRIBUTES

- Working toward a Bachelor's degree in Communications, Public Relations, Journalism, Professional Communications, Strategic Communications or related undergraduate programs
- Knowledge of Football (U SPORTS and CFL especially), - is an asset
- Understanding of sport statistics is an asset
- Experience with Microsoft Office Suite is required
- Excellent oral and written communication skills
- Initiative and ability to manage multiple projects and meet deadlines
- Strong team player with ability to work independently
- Quick study and willingness to learn
- Bilingualism (reading and writing) is preferred
- Travel may be required





DIGITAL CONTENT INTERN JOB DESCRIPTION- WINTER 2019

ROLES & RESPONSIBILITIES

- Assist with the coordination of the content schedule on the web and posting news on usports.ca
- Assist with ensuring the website is up-to-date, accurate, and functioning properly (e.g. for National Championships, Special Events, About pages, etc.)
- Develop, write, and edit web pages using Content Management System (CMS) and some computer script languages such as Hyper Text Markup Language (HTML) and JavaScript
- Produce weekly and monthly analytics reports for the website
- Monitor schedules, statistics, and standings for all sports and teams to ensure accuracy
- Work with historical digital content, archiving videos, photos, historical records, schedule / results, statistics, and standings

KEY ATTRIBUTES

- Working toward a Bachelor's degree in Web Design, Computer Science, Communications, Digital Media, Journalism, New Media, or related undergraduate or graduate programs.
- Experience working on websites, specifically with Content Management Systems (e.g. Word Press, Drupal, etc.)
- Knowledge of HTML and CSS
- Design skills in Photoshop, Illustrator, or InDesign considered an asset
- Excellent oral and written communication skills
- Ability to work effectively with other team members as well as function independently
- Bilingualism is preferred, but not required
- Quick study and willingness to learn.
- Initiative and ability to manage multiple projects and meet deadlines.





INTERNSHIP – FINANCE ASSISTANT JOB DESCRIPTION WINTER 2019

ROLES AND RESPONSIBILITIES

- Inputting the following information into QuickBooks Premier accounting software:
 - AP Vendor invoices, staff expense reports, credits for vendors and assembling vendor invoices for cheque runs.
 - Credit card transactions from card holder statements
 - AR Customer invoices, credits for customers and emailing all invoices via Outlook
 - Applying Customer payments (both cheques & online payments).
 - Setting up new Vendors & Customers (as needed).
- Prepare deposit slips for all cheques to be deposited in bank.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Help in preparing supporting information for the annual audit.
- Ad hoc reports and projects as required.

KEY ATTRIBUTES

- University degree or college diploma in Accounting, Commerce, or Business Management/ Administration - an asset.
- Knowledge of generally accepted accounting and internal control principles an asset.
- Demonstrate attention to detail and accuracy.
- Excellent written and oral communications skills.
- QuickBooks Accounting – an asset
- Excel (MS Office)
- Outlook (MS Office)





INTERNATIONAL PROGRAMS / MERCHANDISE INTERN JOB DESCRIPTION – WINTER 2019

ROLES & RESPONSIBILITIES

Merchandising:

- Assist in promotional planning, buying and other key aspects of our e-commerce including promotional product selection; placing orders with suppliers
- Source and provide product recommendations for sponsor gifting
- Communicate with key suppliers and partners for merchandise related requests (e.g. Adidas)
- Maintain current customer and vendor catalogue files
- Provide administrative support including the following:
 - Purchase orders, invoicing, photocopying or other administrative duties as assigned

International Programs Preparation:

Accreditation:

- Maintaining and organizing of accreditation filing system
- Assisting with processing of all accreditation information for Team Canada
- Preparing of accreditation binders for on-site Games use

Media Guide/ Website:

- Assisting with inputting of all required photos, data and team rosters into online Media Guide
- Assisting with the creation of overall Team Canada schedule for website

Mission Staff Operations and Travel:

- Updating welcome letters for selected mission and medical staff members
- Maintaining mission staff and NSO email address lists in shared email contacts groups
- Assisting with preparation of mission staff meeting materials
- Assisting with mission staff travel bookings

Cargo Preparations:

- Assisting in preparation of all cell phones and SIM cards for cargo
- Assisting with inventory/packing/labeling of cargo





Uniforms:

- Assisting with inventory of all uniform items
- Participating in Pick'n Pack Day and assist in distribution of uniforms packages

Delegation Documentation:

- Completing updates to Policies and Procedures Manual and Emergency Action Plan as directed by Manager, Sport & International Programs
- Updating and preparing all required on-site documents and policies for cargo

KEY ATTRIBUTES

- Currently working towards a Bachelor's degree in a related field: Merchandising, Marketing, Sport Management, Business Administration or related undergraduate programs.
- Able to handle multiple tasks simultaneously, and prioritize appropriately in a fast paced environment.
- Be administratively organized and detail oriented.
- Creative and out of the box thinker.
- Strong team player with ability to work independently.
- Strong communication (written and spoken) and interpersonal skills.
- Computer savvy, including all Microsoft Office platforms (Word, Excel, PowerPoint, Outlook).
- Quick study and willingness to learn.
- Bilingualism is an asset.
- Travel may be required.
- Knowledge of the Canadian Sport System is an asset.





MARKETING & SPONSORSHIP INTERN JOB DESCRIPTION – WINTER 2019

ROLES & RESPONSIBILITES

- General administrative support for Revenue Generation Department / Marketing and Brand Department.
- Assisting and supporting through partner research, sales deck preparation, supporting collateral, and developing marketing collateral
- Supporting in the planning process for U SPORTS marketing campaigns, including promotion of National Championships
- Inventory management of branding materials and partner assets
- Assisting with preparation, logistics and execution of brand and partner requirements for various U SPORTS properties
- Ensuring sponsor deliverables are met and expectations are exceeded
- Ensuring U SPORTS brand standards are upheld
- Other tasks upon request

LEARNING OUTCOMES

Selected candidates will develop essential skills and gain valuable experience in one or more of the following areas, with the aim to prepare them for a successful career in sport:

- Corporate partnership and relationship management
- Marketing
- Sponsorship Servicing
- Campaign Coordination
- Brand Management
- Pre-Event Promotional Planning





NATIONAL CHAMPIONSHIPS AND SPORT INTERN JOB DESCRIPTION – WINTER 2019

ROLES & RESPONSIBILITIES

- General administrative support to the Sport Department
- Preparing of championship memos and bulletins
- Project management for National Championships- timeline management, meeting management and deliverable management
- Liaising with championship hosts to provide support and overall direction as required
- Logistical support: such as shipping and receiving, inventory management and travel coordination for officials and delegates
- Assisting in development of online platforms for championship evaluation and event registration
- Assisting with U SPORTS awards process and selection
- Assisting with Sport Technical Sub-Committees in distribution of minutes, action items and rule/ policy updating
- Development of concept plans related to National Championships
- Other responsibilities upon request

KEY ATTRIBUTES

- Currently working towards a Bachelor's degree in a related field: Event Management, Marketing, Business Administration and related undergraduate programs
- Able to prioritize appropriately in a fast-paced environment
- Strong interpersonal skills
- Be administratively organized and detail oriented
- Excellent oral and written communication skills
- Strong team player with ability to work independently
- Computer savvy, including all Microsoft Office platforms (Word, Excel, PowerPoint, Outlook)
- Quick study and willingness to learn
- Bilingualism is an asset
- Knowledge of the Canadian Sport System is an asset

