

Do you want...

- ✓ To gain experience in the industry?
- ✓ To have a quality internship experience?
- ✓ To work on tangible projects?
- ✓ Are you Indigenous or a Torres Strait Islander?



Australian University Sport is seeking a person to fill the role of Events Assistant to be a part of our Nationals sport team. This is an internship opportunity at our Gold Coast office and will offer work experience across the Indigenous University Games, Nationals Snow and other championship events.

As part of this internship, you will get hands on work experience in the areas of:

- Scheduling and posting event content on social media platforms as well as responding to social media activity
- Writing content for event electronic direct mailings (EDMs)
- Updating the event website
- Planning competition schedules
- Preparing sports equipment for the competition
- Preparing venue plans
- Overseeing competition delivery during event time
- Event administration such as collating eligibility and preparing event time documents and manuals

Is this role for you? The role would suit an Indigenous or Torres Strait Islander student who is studying sport or event management or who has an interested in learning more about delivering sporting events.

We are looking for someone who:

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| <ul style="list-style-type: none"> ✓ Has Indigenous or Torres Strait Islander heritage ✓ Has experience in using social media platforms ✓ Has excellent written, verbal and organisational skills ✓ Is confident in communicating with a wide variety of people ✓ Prides themselves on their ability to prioritise and meet deadlines, and manage expectations of stakeholders ✓ Has experience in using Microsoft Office | <ul style="list-style-type: none"> ✓ Has initiative ✓ Can contribute to a wider team working towards common goals ✓ Is enthusiastic and motivated ✓ Has well developed customer service and problem solving skills ✓ Can exercise judgment and work without supervision ✓ Is friendly and approachable ✓ Likes to do what it takes to get the job done and can still smile when times get really busy |
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Key information:

- Position duration is from early 2018 to end of October 2018
- This role requires at least one day per week for the duration of the internship as well as set times across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work and holidays
- A full induction to AUS and on the job training is provided as well as access to our career pathway rewards program

Who is in your team?



Interested?

Send your CV and letter telling us how fabulous you are to aug.workforce@unisport.com.au

Applications will be accepted until the position is filled.

Interviews will be scheduled with applicants on a rolling basis until the position is filled.

More info?

Check out more about the Indigenous University Games on [our website](#) or find us on social media

