

## **USRowing National Team Summer Internship**

**Application Deadline:** March 16, 2012

**Position:** National Team Department – Summer Intern

**Location:** Princeton, N.J.

**Internship Dates:** May-August 2012

### **Job Description:**

The primary objective will be to assist the National Team Department in the coordination of domestic, elite-level racing and logistical planning for the 2012 Olympic Games and World Championship Teams.

### **Specific Objectives:**

- Provide administrative support to the National Team Department and National Team Programs Managers
- Communicate with athletes and/or coaches to confirm logistical details as required
- Act as in-office National Team contact for traveling staff members
- Develop and maintain athlete and coach database system
- Assist with team uniform and travel logistics
- Provide staff support in executing USRowing National Team regattas
- Oversee team selection paperwork
- Other duties and responsibilities as assigned by Programs Manager

### **Major Events of Focus:**

- Qualified Olympic Trials
- Trials for Junior, U23, and Senior World Championships
- World Cups II and III
- 2012 Olympic Games
- 2012 U23 World Championships
- 2012 Senior and Junior World Championships

### **Candidate Profile:**

- Excellent organizational skills
- Strong communication and interpersonal skills
- Ability to work in fast paced environments
- Ability to meet deadlines with no supervision
- Basic computer and database skills
- Comfortable doing hands-on tasks in an outdoor setting
- High level of enthusiasm and a strong work ethic

A rowing background is required. Applicant must be available to work evenings and on the weekends occasionally.

A stipend will be given for this position. Applicants must secure housing and transportation to USRowing headquarters in Princeton, NJ. Having access to a car in Princeton is required.

Please email cover letter, resume, references and rowing resume by March 16, 2012 to:

Margaux Jackson  
USRowing  
Assistant National Team Programs Manager  
margaux@usrowing.org