



U SPORTS INTERNSHIP PROGRAM

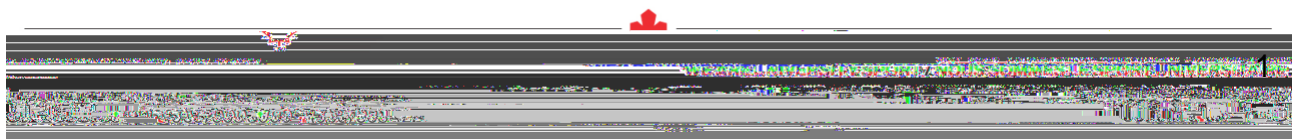
PROGRAM OBJECTIVE

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.

To be considered for this program, 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: An honorarium of \$1,500 is awarded at the conclusion of the internship term.

PREVIOUS REVISIONS 2015 US





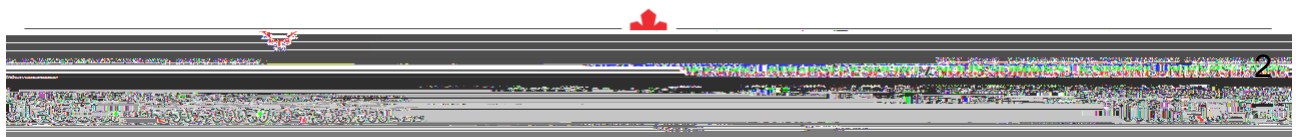
COMMUNICATIONS INTERN

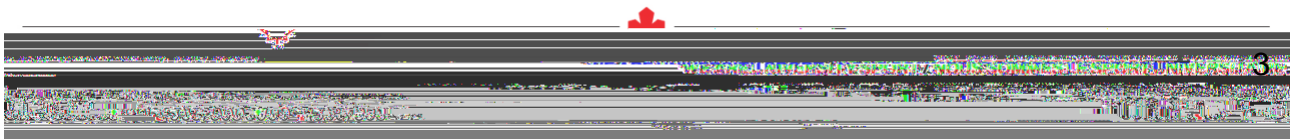
ROLES & RESPONSIBILITIES

- 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

Journalism, Professional Communications, Strategic Communications or related undergraduate programs



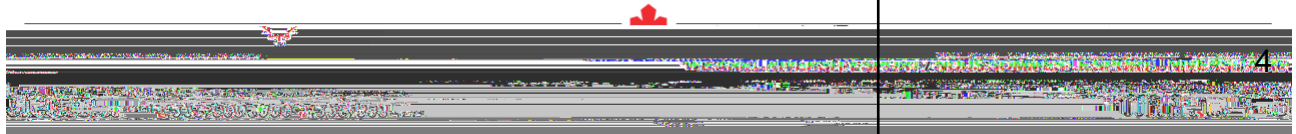




NATIONAL CHAMPIONSHIPS AND SPORT TECHNICAL INTERN

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





INTERNATIONAL PROGRAMS / MERCHANDISE INTERN

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. Nike)
- Maintain current customer and vendor catalogue files
- Provide administrative support including the following:
 - o 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:

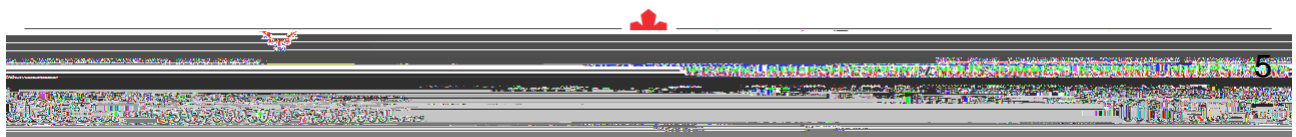
- Assisting with inputting of all required photos, data and team rosters into online Media Guide
- Assisting with the creation of overall Team Canada schedule for website

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

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

