

# Registration & Accreditation Assistant Intern

**UniSport Australia** is seeking a person to fill the role of Registration & Accreditation Assistant intern to be a part of the 2024 Nationals – Canberra event delivery team. This is an internship opportunity at our Canberra office and will offer work experience leading up to the 2024 Nationals – Canberra event. Find out more about the event here: [www.unisport.com.au/nationals](http://www.unisport.com.au/nationals).

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

- Support the planning and implementation of accreditations for event participants.
- Support the Registrations & Event Senior Coordinator in the management of Nationals HQ.
- Training and use of programs used in the registration and accreditation process including FuseSport and IDMS.
- Communicating with a range of UniSport stakeholders for problem solving regarding registrations.
- Following UniSport guidelines relating to registrations
- Assisting in the creation of reports relating to registrations.
- Supporting a variety of administrative and day-to-day tasks for the event.

**Is this role for you?** The Registration & Accreditation Assistant internship would suit a person studying in the field of sport management, event management or someone who has an interest in sporting events.

## We are looking for someone who:

- ✓ Eager to learn new programs relating to registrations and accreditations
- ✓ Ability to approach and be approachable, you communicate effectively with a variety of people.
- ✓ Ability to meet strict deadlines and manage expectations
- ✓ Has experience in using Microsoft Office products, specifically Excel
- ✓ Ability to work as part of a team
- ✓ Enthusiastic and motivated approach
- ✓ Ability to take initiative
- ✓ Conduct oneself in a professional manner by being punctual and reliable
- ✓ Uphold UniSport policies and guidelines
- ✓ Can contribute to a wider team working towards common goals
- ✓ Well-developed customer service, organisational and problem-solving skills
- ✓ Can exercise judgment and work without supervision

## Key information:

- Position duration is from August 2024 to mid-October 2024, or as negotiated.
- This role requires one or two days per week for the duration of the internship as well as Full Time availability across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work, and holidays.
- The role may require full attendance for the set up and event period of the 2024 Nationals – Canberra,
- The role may involve lifting and shifting of equipment such as signage, boxes, and tables.
- A full induction to UniSport, on the job training and event uniforms are provided.

## How to apply:

Read the position description in full and learn more about [UniSport Australia via our website](http://www.unisport.com.au/nationals).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your current study and work experience interest.
- CV/resume including the names and contact details of two references.

Submit your application in a single PDF document to [volunteer.coordinator@unisport.com.au](mailto:volunteer.coordinator@unisport.com.au).

Applications and interviews will be accepted and scheduled on a rolling basis until the position is filled.

**Further information:**

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