

# SAC Registration Intern

## **Internship Description**

The Soccer Association of Columbia is seeking a skilled candidate to join our team for a ten-week paid internship. The internship period will span from late May to early August and require 20 hours of on-site work per week.

The ideal candidate will possess basic computing skills, have experience communicating in a professional environment, and be enrolled in an undergraduate degree program. In this role, the intern will work directly with the club registrar to organize, initiate, and track the club's player, staff, and team registrations across multiple online platforms.

Our paid internship provides an opportunity for a student to gain practical office experience working as a member of a team to complete time sensitive tasks in a customer service-oriented environment.

## **Responsibilities**

- Read and write emails while managing a professional mailbox.
- Answer and make phone calls necessary for task completion.
- Initiate and track player registrations across multiple online platforms.
- Initiate and track staff registrations across multiple online platforms.
- Collect, organize, and submit supporting forms and documentation for player and staff registrations.
- Prepare and manage team rosters for state association approval.
- Perform basic administrative tasks, including printing and photocopying.
- Perform routine tasks.

## **Requirements**

- Enrolled in undergraduate degree program.
- Ability to communicate clearly and professionally in both verbal and written communications.
- Proficiency with Microsoft product suite (word/excel/outlook)
- Proficiency with common web-based navigation and user interfaces.
- Ability to multitask.
- Ability to manage/prioritize workloads and work within deadlines.
- Motivated and goal-oriented
- Transportation to and from the office

## **Benefits Of This Internship**

- Opportunity to refine and develop professional skills.
- Collaborative and dynamic work environment.
- \$20/hour salary.

To be considered for this position, please submit your resume to [christine@sachc.org](mailto:christine@sachc.org).