

# United Sports Training Center

**INTERNSHIP POSITION:** Facility Operations Assistant

**POSITION DESCRIPTION:**

Develop, plan, schedule, implement, and supervise all aspects of indoor and outdoor facility operations.

**RESPONSIBILITIES INCLUDE:**

- Assist Director of Operations with scheduling of indoor and outdoor surfaces and meeting and party rooms.
- Assist with scheduling of staff for indoor and outdoor operations and maintenance.
- Perform various indoor and outdoor maintenance duties, including lining fields and courts, moving goals, bleachers and other equipment, and performing general housekeeping duties.
- Develop parking plan and supervise parking staff for all major tournaments and events.
- Provide building security plan, and perform nightly security checks.
- Coordinate with contractors to perform general maintenance, repairs, and required inspections as needed.
- Communicate with tenants to coordinate scheduling of shared spaces; to address facility issues and concerns; or to communicate any changes in USTC policies or procedures.

**INTERNSHIP LENGTH:**

3 to 6 months, concurrent to university semester or university internship guidelines.

Work schedule hours will vary based on seasonal demands, but will be set at the beginning of the program. Weekend hours will be required.

**REQUIREMENTS:**

Student should be seeking a degree in a Operations Management program or related field. Interested in pursuing a career in Operations Management. Some background in the sports industry is preferred.

**APPLICATION PROCESS:**

Applications will be reviewed on an on-going basis. Only select candidates will be contacted to schedule an interview.

In order to be considered, please e-mail cover letter and resume to:  
Joyce Gallagher, [jgallagher@go2ustc.com](mailto:jgallagher@go2ustc.com). No phone calls, please.