

Winter Universiade Intern

FISU/Lausanne



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| Function Area: | UNIVERSIADES | Function Type: | Intern | Position Level: | Intern |
| Operational Field: | Sport | Operational Area: | International | Business Type: | Full time |
| Start date | 01.02.2020 | End date | 03.02.2021 | | |

Areas of Responsibility/Tasks

- Assist the Winter Universiade department in the pre-event preparation and organisation of Winter Universiade (especially Lucerne 2021 Winter Universiade)
- Assist the Winter Universiade department in collecting all sports regulations from the IFs
- Day-to-Day support to the Winter Universiade team, including diary management, travel arrangement, meeting and greeting clients
- Technical & operations material development: assist in the preparation of the sport programme and calendar
- Daily update and circulation of event figures and statistics
- General assistance to the Winter Universiade department with ongoing projects (especially Lucerne 2021 Winter Universiade)
- General administrative duties (preparing agendas, presentations and reports)

Competencies

Knowledge

- (Ongoing) Bachelor's degree preferably in sport/sports management

Skills

- Strong interpersonal skills, team player: ability to interact, to establish and maintain effective working relations
- Proven ability to analyse and learn
- Excellent administration, organisational and multi-tasking skill: ability to plan work assignments, juggle competing demands and work under pressure; good ability to participate in the resolution of issues
- Advanced user of Word/Excel/PowerPoint
- Proven high level oral and written English communication skills
- German would be an asset, conversational French

Experience

- Experience within related field world would be an advantage
- Knowledge about sports competition management

Other qualities

- Have a keen interest and knowledge of sports

Capabilities

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| Initiative | <input checked="" type="checkbox"/> | Ability to Learn | <input checked="" type="checkbox"/> | Communication Skills | <input checked="" type="checkbox"/> |
| Results Orientation | <input checked="" type="checkbox"/> | Ability to Analyse | <input checked="" type="checkbox"/> | Team Skills | <input checked="" type="checkbox"/> |
| Motivation and Inspiration | <input checked="" type="checkbox"/> | Organising and Quality Orientation | <input checked="" type="checkbox"/> | | |
