



## Employment Opportunity

Saskatchewan Rugby Union is the sole governing body for rugby in Saskatchewan and it is our aim to develop and promote this amateur sport in the province. This volunteer association provides leadership, consultation and resources to the members within the framework of achieving the overall mission of The Saskatchewan Rugby Union. The association currently has more than 1,200 registered members and provides development opportunities for volunteers, players, coaches, referees and administrators.

We are currently seeking two (2) summer students to fill the role of **Summer Intern**. The Summer Intern is responsible to provide administrative and technical support to present Saskatchewan Rugby Union staff.

## Responsibilities

- Assist with the daily operation of the SRU Office
- Assist with bookkeeping and paying bills, as needed
- Complete registrations and maintain Saskatchewan participants on the database
- Administration functions of the Board (minutes, photocopies, financials, etc)
- Assist with coordination of special events (competitions or presentations)
- Assist with resources development such as brochures, videos and posters
- Assist with maintaining website and social media sites
- Create and modify documents using Microsoft Office
- Assist committee's with administrative duties
- Support staff in assigned project based tasks
- Organize and update all office files

## Qualifications

- Must be a full time returning student
- Experience with Microsoft Office
- Professional verbal and written communication skills
- Excellent Organizational Skills
- Ability to communicate with volunteers
- Rugby Experience an asset



The position will remain open until April 15, 2011.

To apply, please forward a letter of application and resume with current professional references to:

Saskatchewan Rugby Union  
#213 – 1870 Lorne St  
Regina, Saskatchewan  
S4P 2L7  
Fax (306)781-6021  
Email: [sru@sasktel.net](mailto:sru@sasktel.net)