



**LA TROBE**  
UNIVERSITY

## Representative Sport Intern

### Organisation

La Trobe Sport  
Central Administration  
La Trobe University

### Responsible to

Emily Harbrow  
Senior Coordinator, Representative and High Performance Sport  
La Trobe Sport  
9479 8902  
La Trobe Sports Park

Nick Lambert  
Senior Manager, Team La Trobe  
La Trobe Sport  
9479 1971  
La Trobe Sports Park

### Application process

Please submit your application to [e.harbrow@latrobe.edu.au](mailto:e.harbrow@latrobe.edu.au) with a cover letter addressing the Key Selection Criteria and outlining why you should be considered for this role by Friday 12 November. Shortlisted applicants will be contacted for a brief interview.

### Conditions and Hours

200 Hours Required As per **Sport Management** assessment requirements, this internship is project based and the hours are flexible. Due to the nature of these projects, students may need to work additional hours during or in the lead up to key events.

Commencement and end date are negotiable if agreed upon by your subject coordinator



## **Position Summary**

The purpose of this position is to support and work with the Senior Coordinator, Representative and High Performance Sport in managing programs and the administration, planning and development of La Trobe Sport representative teams.

This includes opportunities to work across University Nationals, Intersport events and franchise teams based in the La Trobe Sports Park, whilst working with the wider La Trobe Sport staff, industry contacts and student volunteers. Other ad hoc activities will also be carried out across Team La Trobe including Clubs, La Trobe Elite Athlete Program and La Trobe League (social sport).

## **Duties may include**

1. Support the Snr Coord, Representative and High Performance Sport in the administration and development of University Nationals, Intersport and Team La Trobe events.
2. Assist in the operational delivery of the Sports Performance Hub across Elite and Community programs.
3. Assist in the operational delivery of semi-professional sport franchise teams based at the La Trobe Sports Park.
4. Assist in the recruitment, registration and team formation activities of all representative sport programs.
5. Liaise, communicate and build effective and professional relationships with both La Trobe Sport staff and external stakeholders, to support the Snr Coord, Representative and High Performance Sport in the continued growth and development of representative sport programs.
6. Effectively assist in communication channels to students including social media and emails as directed by the Snr Coord, Representative and High Performance Sport.
7. Assist the Snr Coord, Representative and High Performance Sport in the planning and execution of events associated with representative sport on and off campus.
8. Oversee all La Trobe Uni Nationals registrations via Revolutionise and UniSport registrations via Fuse Sport as well as student payments through OneStop.
9. Assist in the promotion of all student facing sport programs through actively engaging with students via social media and face to face at O week and other university promotion events.
10. Any other duties as requested by the La Trobe University Sport and the Snr Coord, Representative and High Performance Sport.



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## Key Selection Criteria

1. Must currently be studying 3<sup>rd</sup> year Sport Management at La Trobe University
2. Relevant experience in the administration and delivery of programs and/or events.
3. Excellent written and oral communication and interpersonal skills, including the ability to develop excellent working relationships with, colleagues and students.
4. Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
5. Demonstrated ability to work independently, follow established processes and contribute positively to an effective team environment.

## Essential Compliance Requirements

- Must hold, or be willing to undertake and pass, a Victorian Working with Children Check
- Take accountability to comply with all University policies, procedures and legislative or regulatory obligations

## Organisational background

[La Trobe Sport](#) is committed to being the Australian University of choice for Sport. We are focused on providing an outstanding student experience, student employability outcomes and being an industry partner of choice.

La Trobe Sport facilitates programs, partnerships, research and course development to enable La Trobe to:

- Be the leading university in Australia for sport-related teaching and research.
- Support student participation in sport and sport-related clubs.
- Actively engage the local community and schools through the use of enhanced sporting facilities and sport services.
- Leverage sports facilities to encourage all members of the University to improve their health and fitness.
- Secure long-term, meaningful institutional influence within the sport industry in Victoria and Australia.