

Role Title	Reports to	
Thai University Sports Intern	Head of relevant Sport and Athletics Director	
Purpose of the role		
<p>This role is offered to Thai students who require an internship as part of their degree program. This position is primarily responsible for providing coaching and liaison support under the general supervision of the Athletics Director and the staff in that department. In addition it requires the ability to complete varied office duties as well as liaison with school and outside organizations. An outgoing, helpful and enthusiastic personality is required. (There is no salary given due to the terms of the internship)</p> <p><u>Skills Required:</u></p> <ol style="list-style-type: none"> 1. English communication skills, both written and oral. 2. Sport specific knowledge and a desire to pursue a career in sport coaching or management. 3. Excellent organizational and office management skills. 4. Demonstrates competence in computer applications for word processing and spreadsheets with an interest and ability to learn new applications. 5. Excellent interpersonal skills and ability to handle multiple responsibilities and priorities concurrently. 6. Positive work attitude and initiative. 7. Ability to work co-operatively and provide assistance as necessary to other team members. 8. Coaching experience and /or events management would be desirable. 		
The specific duties of this position are listed below:		
<ol style="list-style-type: none"> 1. Assist in coaching of lessons in the ECA program. 2. Represent the school and the department to the public, parents, and students in a positive and respectful manner. 3. Assist the relevant Head of Sport or Athletics director with any administrative duties related to events and lessons eg liaison/communication with local Thai governing bodies and sports teams. 4. Supporting local events and games. 5. Perform other duties and functions as assigned by the relevant Head of Sport or Athletics director. 6. Working hours are flexible and will be confirmed prior to appointment. 		
April 2023		