USTA 2016 Summer Intern Position

**Job Title:** Information and Research Intern

**Department:** Member Services

**Reports to:** Information Research Associate

**Supervises:** None

**Status:** Non Exempt

**Job Summary:**

Perform tasks related to the gathering, compilation, and dissemination of racing and breeding data for the USTA, its members and customers.Responsible for providing quality assurance as it relates to the performance data transmitted to the USTA by its member tracks and other registries.

**Essential Duties and Responsibilities:**

* Produce, analyze, edit, format and proofread sale catalog pedigrees

**Job Requirements & Qualifications**

**Education Required:**

* Minimum of one year college education in an equine studies or related program
* A brief training period is required at USTA offices in Columbus, Ohio

**Experience Required**

* Extensive Harness Racing Experience demonstrated through knowledge of current events, understanding of basic terminology, and interest in sport
* Experience with a Horse Sales company is a plus

**Other Skills Required**

* Strong organization and analytical skills
* Attention to detail and accuracy
* Strong interpersonal and communications skills with the ability to effectively communicate ideas in written and verbal format
* Excellent computer skills and knowledge of Excel and Word

**Physical Requirements:** This job requires the ability to work on a computer for most of the day.

**Working Conditions/Environment:** 100% indoor office environment. The noise level in the work environment is usually moderate. May be required to work some weekends and nights.

**Interested candidate should forward a cover letter and resume to:**

**Jennifer Blough -- Director, Human Resources**

**Email: Jennifer.Blough@ustrotting.com**