

Job Description

Job Title: Information and Research Associate
Department: Member Services
Reports to: Registrar and Director of Member Services
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 its 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:

- Respond to member or customer requests for data or reports via, phone, e-mail or fax
- Produce, analyze, edit and format sale catalog and stallion directory pedigrees
- Perform tasks related to compiling and editing annual and periodic publications
- Assist customers with online information services, such as Pathway, Online Services
- Prepare Sale Racelines and other services for horse sales
- Work with IT department to maintain and develop new products and tools to produce pedigrees and other revenue producing products.
- Collect and organize horse sale results for USTA database
- Works with foreign registries to collect or exchange racing or breeding data and establish racing records for imported horses

Job Requirements & Qualifications

Education Required:

- BS/BA/AA

Experience Required

- Extensive Harness Racing Experience
- Experience with a Horse Sales company is a plus
- Strong organization and analytical skills
- Strong interpersonal and communications skills with the ability to effectively communicate ideas in written and verbal format

Other Skills Required

- Excellent computer skills and knowledge of Excel, Word and database software

Physical Requirements: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job the employee is:
 - Regularly required to sit;
 - Use hands to finger, handle, or feel;
 - Reach with hands and arms;
 - Talk or hear.
 - The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
 - Occasionally required to lift and/or move up to 25 pounds
 - Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Required to view and focus on a computer screen

Working Conditions/Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 95 % indoor office environment. The noise level in the work environment is usually moderate.
- 5 % outdoors. May be exposed to the elements and inclement weather.
- Will be required to work some weekends and nights.
- This Job may include travel up to 5% of the time.

This job description describes the general nature of the duties and requirements of this job. It is not intended to be an exhaustive list or to limit the supervisors' ability to modify work assignments. As part of the interview process, I have been provided with a list of requirements. I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Applicants Signature _____ **Date** _____