**Job Title:** Intern, Adult Hockey  
**Duration:** Spring 2020  
**Department:** Membership Services  
USA Hockey National Office (Colorado Springs, CO)  
**Reports To:** Sr. Director, Adult Hockey  
**Basic Function:** Responsible for managing select projects from kickoff to deployment, handling documentation of each step of the process, coordinating team members and communicating with internal and external stakeholders, under supervision of Senior Director, Adult Hockey. Work closely with IT Dept., Adult Hockey Dept. and Director of IT Development. Will collaborate on user interface design, management and maintenance.

**INTERN -- Essential functions and responsibilities include, but are not limited to:**

- Execute assigned projects, including data management, deliverables, schedules and documentation based on business goals and input from stakeholders under the direction of the Senior Director, Adult Hockey.
- Manage development, change requests and delivery of assigned projects.
- Coordinate, implement and maintain project schedule.
- Collaborate with external development staff and designers to meet business goals and project objectives.
- Independently offer input and insight on project phases, timelines or deliverables.
- Identify any revenue potential in assigned projects
- Provide scheduled updates to stakeholders and IT staff of progress
- Other duties as assigned including, but not limited to on-call availability
- Assist with American Collegiate Hockey Association (ACHA) related matters including but not limited to membership registration help, team management help, and assisting people with roster management in general.

**Required Qualifications:**

- Project management, computer science, information technology coursework or major preferred
- Junior/Senior preferred
- Must have a 3.0+ overall GPA
- Familiarity or direct experience with some level of IT development
- Working knowledge of MS Office tools.
- Ability to analyze business needs and develop and execute organizational goals and strategies.
- Ability to work independently demonstrating effective project management and business outcomes with attention to detail and excellent analytical and problem-solving abilities.
- Excellent written and oral communication skills, interpersonal skills and ability to work in a team environment
- Must consistently demonstrate a strong customer service orientation.

**Hours:** Up to 30 hours per week.

**Availability:**  
Position to begin in immediately in Colorado Springs, Colorado office.

**Application Procedure:**  
Interested candidates should submit a current resume and list of references to jobs@usahockey.org