



Golf Saskatchewan
510 Cynthia Street, Saskatoon, SK S7L 7K7
Phone: (306) 975-0850 Fax: (306) 975-0840
Website: www.golfsaskatchewan.org

Administrative Assistant – Summer Student Position

Golf Saskatchewan (Golf SK) is the governing body of amateur golf in Saskatchewan, representing more than 12,000 members at 120 clubs across the province. Golf SK's mission is to provide leadership in driving participation, engagement, capacity, and excellence in our sport. Golf SK conducts a variety of programs and services to serve golfers in Saskatchewan including educational opportunities in course rating, rules, and handicapping, Amateur Status and handicapping, provincial championships, as well as many other initiatives.

Golf SK is now accepting applications for the **Administrative Assistant** summer student position. Reporting to the Executive Director, the Administrative Assistant will work closely with the Manager of Programs & Member Services to ensure that records are kept accurately and efficiently while delivering a high level of customer service to our members.

Responsibilities & Duties (include but are not limited to):

- Assist the Manager of Member Services with membership related duties
- Assist in the updating of the CRM database and other data processing
- Assist in the coordination of Future Links Programs
- Assist in the promotion of the Golf Canada Score Centre to Golf Saskatchewan member clubs
- Assist in the coordination of provincial course ratings and handicap system questions
- Represent Golf Saskatchewan at events throughout the summer where required
- Assist in the updating of the Order of Merit points and results

Qualifications:

- Must be a current full-time student, and
- Intends to return to school on a full-time basis during the next academic year.
- Relevant educational background (Kinesiology, Sport or Recreation Administration, Business/Commerce student, etc.)
- Proficient in Microsoft Office (Word, Excel, Outlook) and other digital platforms (social media, etc.)
- Ability to communicate clearly, effectively and efficiently
- Self-starter who can work with minimal supervision with exceptional organizational skills
- Interest in golf is considered an asset

Duration: Summer Full Time – 37.5 hours/week for 16 weeks

Location: Saskatoon

Wage: \$14.00/hour

Please forward a detailed resume and cover letter with three references by Friday, March 2, 2018:

Attention: Administrative Assistant Summer Student position

Golf Saskatchewan

Brian Lee, Executive Director

blee@golfsaskatchewan.org

We thank all those interested, but only those selected for an interview will be contacted.

(No phone calls please)