



Business Management Intern Position (Round Rock Campus)



Location: [Austin Sports Arena LLC](http://www.austinsportsarena.com), 3918 Gattis School Road, Round Rock, TX 78664

The Austin Sports Arena is currently searching for a Business Management intern. The student filling this position will learn how we create FUN at Round Rock's Premier Sports and Wellness facility and make an impact on our business by contributing directly to the facility's strategic and day-to-day operations. This internship will operate under the rules and guidelines set forth by the Texas State Management Department and will be unpaid. The intern will be expected to work between 15 and 25 hours a week either onsite or remotely from August – December (concurrent with the fall 2016 semester) or January – May (concurrent with the spring 2017 semester).

Responsibilities:

- \* Learn and master internal operations, including but not limited to accounting, event planning, finance, human resources, payroll, marketing, relationship building, customer service, sales, daily operations, etc.
- \* Identify areas for process improvement
- \* Make recommendations to leadership for streamlining systems and processes
- \* Research and implement solutions for enhanced efficiency
- \* Provide general administration assistance and support
- \* Manage and maintain social media websites
- \* Manage facility operations and strongly focus on loss prevention
- \* Training and development of staff to create a culture of FUN!
- \* Sales building, merchandising and financial and inventory management
- \* Project management responsibilities
- \* Motivate a team to improve performance and optimize customer experiences
- \* Other administrative and business management tasks as assigned

\*\*Special Project (Fall Semester) – Securing Intellectual Property Rights

Requirements: Applicants should be Junior or Senior level Business Management majors who are proficient in all Microsoft Office applications. Attention to detail, the ability to multi-task and excellent oral and written communication skills are all essential to this position.

Majors: Business Management, Marketing, or Human Resources Management, or related field

Instructions for Applying: Please email student resumes or any questions to [DoctorB@txstate.edu](mailto:DoctorB@txstate.edu) or call 512-522-1654.