

# TRXC TIMING, LLC



RACE MANAGEMENT SPECIALISTS

WWW.TRXCTIMING.COM

## Fall/Spring 2020-21 Internship

**Job Title:** Office Assistant  
**Job Category:** Internship  
**Reports to:** Director of Marketing and Sales  
**Status:** Part Time – Seasonal  
**Level/Salary Range:** Hourly Rate & Class Credit (if applicable)

### ABOUT TRXC TIMING

It is the function of TRXC to provide the highest quality of race management/online registration services available. We pride ourselves on customer satisfaction. All this will be accomplished through the following priorities: dedication, teamwork, commitment, understanding, patience, and communication.

### TRXC TIMING INTERNSHIP PROGRAM

TRXC Timing offers internships during both the fall and spring semesters to college students or other individuals looking to gain valuable work experience. The internship hours can vary based on the needs of TRXC Timing and the availability of the student. Interns will have the ability to work in a fast-paced and efficient work environment while gaining applicable workplace skills. The internship experience can be catered to the strengths and interests of the student.

### DUTIES AND RESPONSIBILITIES

- Entry site management
- Office duties essential to the daily operation of the company

### MINIMUM POSITION REQUIREMENTS

- Enrolled in an academic program consistent with marketing, management, event operations, hospitality or another relevant field
- Must have basic knowledge of computers
- Ability to focus for extended periods of time
- Highly organized with strong attention to detail

***To apply: Please email your resume and an interest letter to Rich Schilling at [rich@trxctiming.com](mailto:rich@trxctiming.com)***