



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Marketing and Events Assistant

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	July 13, 2025
Number of Positions:	1
Rate of Pay:	\$30 / hour
Position Start Date:	July 21, 2025
Position End Date:	Oct 3, 2025
Number of Hours per week:	Up to 20 hours – part time flexible hours
Classification:	USW Casual
Summary:	<p>Under the general direction of the Program Manager, TISS, the Marketing and Events Assistant provides a wide range of marketing, administrative and events support to the Tanenbaum Institute for Science in Sport.</p> <p>Responsibilities include researching promotional and advertising opportunities, supporting the implementation of event plans and activities, developing content for marketing and/or promotional materials, seeking out contacts and opportunities for advertising of conference and events and providing administrative and event support as needed.</p>

<p>Minimum Qualifications:</p>	<p>Education: Minimum high school diploma achieved; post-secondary education preferred. Currently enrolled University of Toronto degree candidates preferred</p> <p>Experience: Supporting research conferences or event organizing experience preferred. Administrative and research acumen required. Experience generating newsletters, social media or other promotional content an asset.</p> <p>Excellent computer skills, including strong proficiency in MS Office, website, social media and content management systems, design & presentation software</p> <p>Other: Excellent communication skills (oral and written), strong interpersonal, problem solving, diplomacy skills and a proven ability to collaborate and participate effectively within a team. Knowledge of Sport Science, Sport Medicine or Sport analytics research an asset</p>
<p>Method of Application</p>	<p>Resume and cover letter to be emailed to: tiss@utoronto.ca</p>
<p>Contact Information:</p>	<p>Zoya Babar, Program Manager, Tanenbaum Institute for Science in Sport (TISS)</p>
<p>Date Posted:</p>	<p>July 8, 2025</p>