



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Assistant, Intercollegiate & High Performance

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: August 10, 2018

Number of Positions: 1

Rate of Pay: \$17.50/hr

Position Start Date: August 20, 2018

Position End Date: November 30, 2018 with possible renewal January 7, 2019-April 19, 2018

Number of Hours per week: 35 hrs/week

Classification: USW Casual

Summary:

Under the general supervision of the Head Coach, Strength and Conditioning (S&C) and Manager, Intercollegiate Sport, the incumbent provides a wide range of support to the intercollegiate and high performance sport programs. This position works closely with intercollegiate coaches, student athletes, and intercollegiate staff to support the administrative tasks that promote student athlete success and the student experience.

Working in a fast-paced, energetic team environment, the incumbent will be detailed orientated and deliver accurate, effective and efficient customer service while projecting a welcoming, positive and professional image for the Varsity Blues program and the University of Toronto.

	<p><u>DUTIES</u></p> <ul style="list-style-type: none"> • Provide administrative support for Intercollegiate and High Performance meetings including the scheduling of meetings, ordering and delivery of meeting refreshments, minutes, creating and distributing the agendas and minutes of the meetings, supporting committee leads. • On-going support of practice and game schedule changes within the intercollegiate season including the notification of coaches, sport medicine and facility staff when changes occur and liaising with facility scheduling coordinators to ensure all changes are uploaded onto FUSION/CLASS and the Varsity Blues website. • Support of S&C staffing and facility schedule including changes and forecasting; liaising with the S&C coaching staff to ensure all changes are captured and uploaded into the scheduling systems. • Assists with registration processes for intercollegiate and high performance programs (events, revenue generating programs) using FUSION CLASS and other event registration systems. • Assist with the pre-event planning, registration, marketing and organization of S&C conferences and workshops • Assists intercollegiate staff with coach and student athlete education on line modules including all administrative support for ongoing education processes • Collect, compile and disseminate athlete load monitoring data to coaches. • Assist with tracking and data collection of program evaluations • Assists with special projects and events • Other duties as assigned.
<p>Minimum Qualifications:</p>	<p>Education: College Diploma in administration/sport management or equivalent combination of education and experience.</p> <p>Experience: Knowledge of sport and a minimum of one year relevant sport event experience, preferably in a university setting.</p> <p>Other:</p> <ol style="list-style-type: none"> 1. Ability to deliver high quality work in an environment of overlapping and time-sensitive tasks. Attention to detail is required. 2. Ability to successfully function in a position driven by competing demands and frequent interruptions.

	<ol style="list-style-type: none"> 3. Ability to use s POS system such as CLASS or FUSION is a definite asset. 4. Experience in athletic program administration and event management. 5. Ability to work with diverse groups of people. 6. Ability to be organized under pressure and deliver a quality product. 7. Ability to exercise initiative, discretion and good judgment. 8. Demonstrated excellence in oral/written communication. 9. Excellent interpersonal and communication skills. 10. Able to work a flexible schedule, including evenings and weekends.
Method of Application	Cover Letter, Resume and 2 references to melissa.krist@utoronto.ca
Contact Information:	Melissa Krist, Manager, Intercollegiate Sport Adrian Lightowler, Head Coach, Strength and Conditioning
Date Posted:	July 5, 2018