Fall Tri-Campus Sports 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.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>July 28, 2019</th>
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<tbody>
<tr>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>$17.00/hour</td>
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<tr>
<td>Position Start Date:</td>
<td>August 26, 2019</td>
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<td>Position End Date:</td>
<td>December 14, 2019</td>
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<tr>
<td>Number of Hours per week:</td>
<td>Up to 24 hours per week</td>
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<tr>
<td>Classification:</td>
<td>Casual –USW</td>
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| Summary:          | Reporting to the Manager, Tri-Campus Sports and supervised by the Coordinators, Tri-Campus Sport Operations & Administration, the incumbent provides a wide range of support to the Tri-Campus Sports and Development League programs. This position works closely with Game Managers and Work Study students to support the administrative tasks that promote the student experience. Working in a fast-paced, energetic team environment, the incumbent will be detailed oriented and deliver accurate, effective and efficient customer service while projecting a welcoming, positive and professional image of the Tri-Campus Sports department. Duties may include:  
  - Ongoing monitoring and content creation for Tri-Campus Sports Social Media.  
  - Photography at games and events.  
  - Generate, distribute, and collect Game Sheets for various sports.  
  - Assist with collection and collaboration of game/match statistics.  
  - Keeping accurate inventory of equipment in multiple locations.  
  - Assist with special projects and events.  
  - Flexible work schedule including evenings and weekends.  
  - Other duties as assigned. |
| **Minimum Qualifications:** | **Education:** Minimum of one year of post-secondary education completed.  
**Certifications:** In order to start employment, candidate must have current certification in (Standard First Aid certificate no more than 3 years prior to application date & Basic Rescuer/Level C CPR certificate no more than 1 year prior to application date) issued from Red Cross or Lifesaving Society or St. John’s Ambulance.  
**Experience:** Preference given to those candidates that have Intramural experience. Experience with Intramural Tournaments and Events an asset. Photography and Social Media proficiency an asset.  
**Skills:** This position requires great attention to detail, creative problem solving skills, positive communication skills, a high degree of teamwork, flexibility, superior time management skills.  
**Other:** Must provide a valid Social Insurance Number (SIN) card/letter.  
Interviews will be held periodically between August 5th and August 16th, generally between the hours of 11am and 6pm.  
*Note: Preference will be given to University of Toronto Students in the hiring process.* |

| **Method of Application** | Resume, cover letter and copy/copies of certifications to be emailed to: intramurals@utoronto.ca  
Subject line should include title of position and your name. |
| **Contact Information:** | Deide Konney, Coordinator – Intramurals.  
Please note a response to your inquiry may take up to 3 business days. |
| **Date Posted:** | July 2, 2019 |