



**UNIVERSITY OF TORONTO**  
**FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION**

**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.*

<b>Deadline:</b>	<b>July 28, 2019</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Rate of Pay:</b>	<b>\$17.00/hour</b>
<b>Position Start Date:</b>	<b>August 26, 2019</b>
<b>Position End Date:</b>	<b>December 14, 2019</b>
<b>Number of Hours per week:</b>	<b>Up to 24 hours per week</b>
<b>Classification:</b>	<b>Casual –USW</b>
<b>Summary:</b>	<p>Reporting to the Manager, Tri-Campus Sports and supervised by the Coordinators, Tri-Campus Sport Operations &amp; 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.</p> <p>Duties may include:</p> <ul style="list-style-type: none"><li>- Ongoing monitoring and content creation for Tri-Campus Sports Social Media.</li><li>- Photography at games and events.</li><li>- Generate, distribute, and collect Game Sheets for various sports.</li><li>- Assist with collection and collaboration of game/match statistics.</li><li>- Keeping accurate inventory of equipment in multiple locations.</li><li>- Assist with special projects and events.</li><li>- Flexible work schedule including evenings and weekends.</li><li>- Other duties as assigned.</li></ul>

<b>Minimum Qualifications:</b>	<p><b>Education:</b> Minimum of one year of post-secondary education completed.</p> <p><b>Certifications:</b> In order to start employment, candidate must have current certification in (Standard First Aid certificate no more than 3 years prior to application date &amp; 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.</p> <p><b>Experience:</b> Preference given to those candidates that have Intramural experience. Experience with Intramural Tournaments and Events an asset. Photography and Social Media proficiency an asset.</p> <p><b>Skills:</b> This position requires great attention to detail, creative problem solving skills, positive communication skills, a high degree of teamwork, flexibility, superior time management skills.</p> <p><b>Other:</b> Must provide a valid Social Insurance Number (SIN) card/letter.</p> <p>Interviews will be held periodically between August 5<sup>th</sup> and August 16<sup>th</sup>, generally between the hours of 11am and 6pm.</p> <p><b>*Note: Preference will be given to University of Toronto Students in the hiring process.</b></p>
<b>Method of Application</b>	<p>Resume, cover letter and copy/copies of certifications to be emailed to: <a href="mailto:intramurals@utoronto.ca">intramurals@utoronto.ca</a></p> <p>Subject line should include title of position and your name.</p>
<b>Contact Information:</b>	<p>Deide Konney, Coordinator – Intramurals. Please note a response to your inquiry may take up to 3 business days.</p>
<b>Date Posted:</b>	<p>July 2, 2019</p>