# DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

## Events & Promotions Assistant

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>May 30th 2019</th>
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</thead>
<tbody>
<tr>
<td>Number of Positions:</td>
<td>4-6</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>$14.00 per hour</td>
</tr>
<tr>
<td>Position Start Date:</td>
<td>September 4th 2019</td>
</tr>
<tr>
<td>Position End Date:</td>
<td>February 22nd 2020</td>
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<tr>
<td>Number of Hours per Week:</td>
<td>5-15 hours per week. Must be willing to work varying evening and weekends, based on events</td>
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<tr>
<td>Classification:</td>
<td>Work Study</td>
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### Summary:

Reporting to the Sports Information Coordinator under the supervision of the Sport Marketing and Communications Assistant, the incumbent is responsible to:

- Assist with game promotions and marketing initiatives for UTM Recreation Athletics & Wellness department. (including posts on the online platforms)
- Distribute promotional flyers, samples and products to students, faculty and staff on the UTM campus to create awareness of programs and events related to UTM Athletics.
- Organize & execute events plans for UTM Athletics, focusing on bringing together and uniting the UTM community.
- Individual(s) will be responsible to ensure to moderate all user-generated content in line with the UTM social media policies and procedures.
- Provide support and coordination for special events, under guidance of supervisors.
- Set-up ticketing booth for Home Games track attendance, while welcoming games into venue.
- Assist with running activities during games and events (such as halftime).
- Assist with building crowd excitement and engagement during games.
- Responsible for knowing and understanding the emergency procedures implemented by the Department of Recreation, Athletics & Wellness.

### Qualifications:

- Must be current part time or full time undergraduate or graduate UTM Student.
- Flexible schedule with the ability to work varied hours.
- Excellent consulting, writing, editing, presentation and communication skills.
- Positive attitude, detail and customer-service oriented with good multitasking and organizational skills.
- Familiarity in multiple sports is preferred (not required).

### Method of Application:

**Deadline to Apply:** May 30th 2019

Please send your resume, cover letter, and three references to

sonia.rocha@utoronto.ca

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

### Contact Information:

**Sonia Carreiro**

Varsity and Intramural Sport Coordinator

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University of Toronto Mississauga - Recreation, Athletic & Wellness Centre

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