**DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS**

**Sport Program 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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<tbody>
<tr>
<td>Number of Positions:</td>
<td>1</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>
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<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 event scheduled</td>
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<tr>
<td>Classification:</td>
<td>Work Study</td>
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**Summary:** Reporting to Varsity and Intramural Sport Coordinator and supervised by the Sport Administration Assistant incumbent is responsible for the following:

- Assit with administrative duties including but not limited to inventory on both equipment and apparel, data entry, scheduling, and other related administrative tasks
- Assist in the planning and operations needs of the various UTM sport programs i.e. UTM Intramurals, UTM Tri-Campus and UTM Varsity
- Provide support and coordination for special sporting events, under guidance of supervisors
- Assist in designing, creating and managing promotions and social ad campaigns that reflect and abide by the department branding package for the UTM sport programs
- Updating the content on the UTM Athletics webpage and social media domains for UTM sports programs
- 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
- Ability to work independently as well as in a team setting
- Positive communication and time-management skills
- Requires great attention to detail and creative problem solving skills
- Familiarity in multiple sports is preferred (not required)
- Sufficient knowledge in Microsoft office as well as computer skills is preferred

**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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