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>April 30th, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Positions:</td>
<td>2</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>$14.00</td>
</tr>
<tr>
<td>Position Start Date:</td>
<td>May 13th 2019</td>
</tr>
<tr>
<td>Position End Date:</td>
<td>August 9th 2019</td>
</tr>
<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>
</tr>
<tr>
<td>Classification:</td>
<td>Work Study Student</td>
</tr>
</tbody>
</table>

**Summary:** Reporting to the Varsity and Intramural Sport Coordinator, the incumbent is responsible for the following:

- Assist with administrative duties including but not limited to inventory on both equipment and apparel, data entry, scheduling, updating handbooks 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 Varsity
- Provide support and coordination for special sporting events, under guidance of supervisors i.e. signing day, UTM Intramural tournaments and more
- 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 a UTM student enrolled in 1.0 credit in the summer semester (May to August)
- Flexible schedule with the ability to work varied hours
- Ability to work independently as well as in a team setting
- Excellent consulting, writing, editing, presentation and communication skills
- Positive attitude, detail and customer oriented with good multitasking and organization abilities.
- Familiarity with UTM Sport offerings is preferred (not required)
- Computer skills, including Microsoft, Photoshop, InDesign, Adobe Suite, etc. is preferred

**Method of Application:**

**Deadline to Apply:** April 30th, 2019

Please send your resume and cover letter to sonia.rocha@utoronto.ca

We thank all applicants for their interest; however only those applicants selected for further consideration will be contacted.

**Contact Information:**

Sonia Carreiro  
Varsity and Intramural Sport Coordinator  
sonia.rocha@utoronto.ca | (905) 569-4607  
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre  
3359 Mississauga Road  
Mississauga, ON L5L 1C6