### 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>August 31st 2021</th>
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<tbody>
<tr>
<td>Number of Positions:</td>
<td>4</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>$15.00 per hour</td>
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<tr>
<td>Position Start Date:</td>
<td>September 7th 2021</td>
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<tr>
<td>Position End Date:</td>
<td>February 18th 2022</td>
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<tr>
<td>Number of Hours per Week:</td>
<td>Up to 15 hours per week</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 incumbent is responsible for:
- Assisting with administrative duties including but not limited to inventory on both equipment and apparel, data entry, scheduling, and other related administrative tasks
- Assisting in the planning and operations needs of the various UTM sport programs
- Providing support and coordination for special game/sport events, under guidance of supervisor
- Supporting virtually and in-person plans, logistics and delivery
- Knowing and understanding the emergency procedures implemented by the Department of Recreation, Athletics & Wellness.
- Supporting multiple sport/game events on-campus throughout the term and provide assistance with either photography, videography and/or monitoring as needed
- Performing special projects as assigned

#### Qualifications:
- Must meet the work study program eligibility requirements for the 2021-2022 year
- 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 with department sport programs and services is preferred (not required)
- Sufficient knowledge in Microsoft office as well as computer skills is preferred

#### Method of Application:
**Deadline to Apply:** August 31st 2021

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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