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.

**Deadline:** May 1st 2022  
**Number of Positions:** 1-2  
**Rate of Pay:** $18.00 per hour  
**Position Start Date:** May 16th 2022  
**Position End Date:** August 15th 2022  
**Number of Hours per Week:** Up to 15 hours per week. Must be willing to work varying day, evening and weekends

**Classification:** Work Study

**Summary:** Reporting to the Sport Program Coordinator and supervised by the Supervisor, Sport Programs, incumbent is responsible for:  
- Assisting with administrative duties including but not limited to data entry which can include score updating and eligibility tracking, scheduling, and other related administrative tasks to support UTM Intramurals programs  
- Assist in staff training and monitor game managers throughout the term and provide feedback to assist staff improvement to enhance the Intramural program  
- Providing support and coordination for special game/sport events, under guidance of Sport Program Coordinator  
- Maintaining an appropriate professional demeanor at all times  
- 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, managing and/or monitoring as needed  
- Performing special projects as assigned

**Qualifications:**  
- Must meet the work study program eligibility requirements for the Summer 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)  
- Current Certification in Emergency First Aid is preferred (not required)  
- Sufficient knowledge in Microsoft office as well as computer skills is preferred

**Contact Information:**  
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