Faculty of Kinesiology and Physical Education, Intercollegiate Program
University of Toronto

POSITION TITLE  Assistant, Sport Information

Faculty: Kinesiology and Physical Education
Pay Range: $15.50/hour, 35 hours per week
Classification: USW Casual,
Contract Start Date January 3, 2018
Contract End Date April 15, 2018

Under the general supervision of the Manager, Events and Marketing and working closely with the Sport information Coordinator, the incumbent provides a wide range of sport information services including but not limited to journalistic writing, video production, statistical complication, production of Varsity Blues publications, website management and maintaining athlete records and archives.

Working in a fast paced, team environment, the incumbent will deliver accurate, effective and efficient customer service while projecting a welcoming, positive and professional image for the Varsity Blues program and the University of Toronto.

DUTIES

• Journalistic writing and reporting on a wide variety of teams and sports.

• Write, edit and produce athletic publications such as media guides, game day programs and other marketing materials using Adobe Photoshop and Adobe InDesign.

• Comfortable with video production, including editing with software such as Adobe Premiere.

• Provide accurate results and statistics following games.

• Assist with the compilation of game and season statistics.

• Monitor sport progress, maintain athlete records and archives.

• Update and create content for varsityblues.ca.

• Collect biographical information from players and coaches.

• Photo and video archiving.
  ▪ Help coordinate Varsity Blues social media channels. Ensure that all platforms are accurate, updated regularly and are following current best practices for social media engagement.

• Other duties as assigned
QUALIFICATIONS

Education: College Diploma in administration or equivalent combination of education and experience.

Experience: One year relevant experience, preferably in a university setting. Experience in an athletic department or in communications is an asset.

Other:

1. Ability to deliver high quality work in an environment of overlapping and time sensitive tasks. Attention to detail is required.

2. Ability to successfully function in a position driven by competing demands and frequent interruptions.

3. Ability to work with diverse groups of people.

4. Ability to exercise initiative, discretion and good judgment.

5. Demonstrated excellence in oral/written communication, organizational & editorial skills.

6. Excellent interpersonal and communication skills.

7. Able to work a flexible schedule, including evenings and weekends.

Please apply to:
Mary Beth Challoner
Manager, Events, Marketing & Sports Information
Faculty of Kinesiology and Physical Education
University of Toronto
mb.challoner@utoronto.ca