



MANAGER OF SPORT

APPLICATION DEADLINE: JUNE 24, 2022

Manager of Sport

ABOUT ONTARIO UNIVERSITY ATHLETICS

Ontario University Athletics (OUA) is the governing body of university sport in Ontario and a recognized leader and contributor to the Ontario and Canadian Sport System. Comprised of twenty universities across Ontario, OUA delivers a diversified sport model that achieves excellence in competition, fair-play, ethical leadership, equitable opportunities, and high-quality student-athlete experiences within an educational environment.

POSITION DESCRIPTION

Reporting to the Chief Operating Officer, the **Manager of Sport** is responsible for the direct management and administration of sport operations and programming for the OUA, including but not limited to oversight and development of sport rules and regulations, coaches meetings, statistics and recognition awards, and OUA event execution.

The **Manager of Sport** will be responsible for the management, oversight, and performance evaluation of sport-specific contract staff and seasonal interns. This person will be responsible for supporting the ongoing delivery of sport-specific strategic plans and will manage and oversee the collection of Key Performance Indicators and data related to sport operations.

In this role, the **Manager of Sport** will provide ongoing guidance, oversight, administration, and interpretation and support for Institutions, Coaches, Event Hosts, and Sport Experts related to OUA policies and procedures.

Key Responsibilities:

- Ensure all communications relating to sports programming are completed accurately and on time.
- Ensure the operationalization of the OUA Sport Model principles and strategies.
- Manage and provide oversight of the OUA's game film and video exchange process, procedures, and contracts.
- Ensure the coordination of all student-athlete sport recognition in a timely manner.
- Provide expertise and advice to internal and external community regarding sport-related matters.
- Provide event management expertise for OUA Championships.
- Remain current on all sport technical regulations and rules.
- Ensure information on rules and regulations is available, up to date, and well communicated to members.



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- Coordinate OUA championship events and support/consult with the OUA championship host schools.
- Provide guidance, oversight, and administrative support for Institutions, Coaches, Event Hosts, and Sport Experts.
- Responsible for the management, oversight, and performance evaluation of seasonal interns.
- Support administration of All-Star and Award processes.
- Facilitate coaches meetings.

Qualifications Include:

- Personal qualities of integrity, credibility, and dedication to the mission of OUA.
- University degree, college diploma, or combination of education and experience in Sport Management, Kinesiology, or equivalent related field required. Masters preferred.
- Strong writing skills and a proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- 1-3 years of experience in sport leadership and management.
- Strong understanding of the university sport landscape in Ontario and Canada. Previous experience working in post-secondary sport preferred.
- Experience managing a team of staff, interns, and volunteers.
- Experience working with coaches.
- Strong problem solving and critical thinking skills.
- Ability to work in a fast-paced environment.
- Experience in event management, preferably from a sport context.
- Bilingualism is an asset.

Interested applicants should submit a cover letter and résumé to employment@oua.ca.

**Proof of vaccination against COVID-19 is required upon hire
Must be legally eligible to work in Canada**

For more information about Ontario University Athletics, visit www.oua.ca

Application Deadline: Friday, June 24, 2022

OUA is committed to employment equity and diversity in the workplace and welcomes applications from women, racialized/visible minorities, Indigenous Peoples, persons with disabilities, and 2SLGBTQ+ persons.