



JOB POSTING

Facility Booking Assistant – Part-time Student Position (Athletics & Recreation Department)

Supervisor: Finance & Facility Booking Coordinator
Hours of Work: 10 - 15hours per week
Terms: Fall (Sept 2024 – Dec 2024)
Rate of Pay: \$16.55/hour

Trent Work Study Eligibility: Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP) will be given priority consideration for this position, however all students are encouraged to apply. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>.**

ABOUT TRENT ATHLETICS & RECREATION:

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sport and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

When it comes to fitness and recreation the Athletics Centre, Home of the Excalibur, offers something no other community or university centre can – state-of-the-art indoor and outdoor facilities combined with access to the Otonabee River, diverse nature areas and kilometres of winding trails right at our doorstep.

ABOUT THE POSITION:

Working under the direction of the Finance & Facility Booking Coordinator, this position will support the financial and administrative functions of the Athletics & Recreation Department.

Job Responsibilities Include:

- a) Assist with financial analysis and activities related to the fiscal year-end.
- b) Reconcile daily cash, credit, and debit deposits and prepare for entry into Colleague
- c) Utilizes recreation management software to prepare monthly reports for accounts receivable, daily cash transactions, and facility usage
- d) Liaise with student groups and external customers to arrange for facility bookings and prepare contracts
- e) Assist in entering facility bookings and other data into the Recreation Management Software system, including: varsity schedules; campus recreation programs; sport & recreation programs; group fitness and pool schedules; and internal and external rental groups.
- f) Provide on-site support at special events including ticket and merchandise sales, handling cash and card transactions, and running end of shift reports.



- g) Be present during facility rentals, ensuring the group is following booking policies and procedures.
- h) Enter financial data to assist with tracking of operating budget revenue and expenditures.
- i) Assist in preparation of internal standard operating procedures to support efficient and accountable business operations for the department.

Requirements/Qualifications:

1. Must be a Trent student
2. Experience in finance and administrative planning is an asset
3. Proven ability to take initiative
4. Customer service orientated, promptly respond to inquiries and maintain good rapport with individuals and groups
5. Excellent written and oral interpersonal communication skills.
6. Organizational and prioritizing skills; problem solving skills and attention to detail is imperative
7. Office administration experience is an asset
8. The ability to work well independently on several projects concurrently
9. Confident using multiple software systems to accurately input and export financial and facility booking data
10. Software proficiency in Microsoft Word, Excel, and Outlook is required

Training and Certifications Required – All training must be complete prior to starting first shift and the cost of training is the responsibility of employee.

- Ministry of Labour Health and Safety Worker Awareness Training
- Concussion Awareness Training
- Workplace Violence and Harassment Training
- WHMIS (Workplace Hazardous Materials Information System Training)
- AODA Customer Service Training
- AODA – Integrated Accessibility Standards Regulation Training
- Information Security and Privacy Training

To Apply: All applications must include a cover letter and resume which can be e-mailed to acbookings@trentu.ca (Microsoft Word or Adobe PDF). Please note your full name and the position title in the subject line of your e-mail (i.e. First and Last Name – Position Title).

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication please contact lesliespooner@trentu.ca

While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.