



## Varsity Sports Information Assistant Part-time Student Position Trent Athletics & Recreation Department

**Supervisor:** Marketing & Communications Coordinator  
**Hours of Work:** 5-15 hours per week: Weekend Availability Required  
**Rate of Pay:** \$16.55/hour  
**Term:** Fall (August 2024 – December 2024)

**Trent Work Study Eligibility:** Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP), may be given priority consideration to fill some of these positions during the university's fall/winter academic terms. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>.** Please indicate on your Cover Letter if you are TWSP-approved.

### 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, sports and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

### ABOUT THE POSITION:

The Trent Excalibur Varsity Program is a vibrant and ever-changing environment. The Varsity Sports Information Assistant(s) will play a vital role in covering a range of Trent Excalibur varsity sports, getting to know their assigned teams, and sharing their successes with the community. Successful candidate(s) will work with the Marketing & Communications Coordinator to document varsity games via social media, reports, photos, and video. This role will involve record keeping, writing, and the creation and distribution of digital content, such as social media posts, press releases, and web articles. The Sports Information Assistant may also assist with game-day operations, including but not limited to stat keeping, game recaps, and media relations.

### Responsibilities:

- Assist in the creation and distribution of game day publications
- Conduct research and compile data for use in media guides, player bios, and other materials
- Build professional relationships with student-athletes and coaches
- Attend sporting events and assist in media relations, including post-game interviews and press conferences



- Provide general administrative support to the Marketing & Communications Coordinator and Varsity staff (High Performance Varsity Sport Coordinator) including other duties as assigned
- Help manage the varsity website, including uploading news stories, game results, and player profiles
- Meet strict deadlines with game recaps, meeting OUA and USports reporting requirements.
- Live tweet home games using their knowledge of specific sport
- Provide updates and write recaps from home while teams are playing away (candidate will never be asked to travel to away games)

**Minimum Skills & Qualifications:**

- Priority consideration may be given to Trent students receiving OSAP and who are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
- Strong understanding of assigned sport (preferred sport to be noted in the application form)
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Experience with website management and social media platforms is an asset.
- Availability to work evenings and weekends as needed.

**To Apply:**

All applications must include a cover letter, resume and a copy of your current certifications that can be e-mailed to [athleticsmarketing@trentu.ca](mailto:athleticsmarketing@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 [athleticsmarketing@trentu.ca](mailto:athleticsmarketing@trentu.ca) .**

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