



JOB POSTING

Student Engagement & Special Events Staff – Part-time Student Position (Athletics & Recreation Department)

Supervisor:	Assistant Director, Customer Engagement & Operations
Hours of Work:	5 – 10 hours per week (flexible, depending upon special events schedule)
Term:	Fall/Winter (Sept. 8/20 – Apr. 30/21)
Rate of Pay:	\$14.00/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 Assistant Director, Customer Engagement & Operations, this position will support a variety of special events and utilize social media to promote student and member engagement (inclusive of Trent student events (ISW Week, varsity home games, etc.); Member Appreciation Events; and Homecoming/Head of the Trent, etc.).

Job Responsibilities:

Event Coordination

- Coordinates promotions to increase Trent University student engagement and participation in Athletics & Recreation activities and services.
- Builds and fosters relationships with student organizations to develop partnerships to engage Trent students.
- Coordinates special events inclusive of planning, on-site logistics, organizational design.
- Coordinate campus events and special events to promote student attendance
- Updates Trent Athletics social media to reach Trent students.
- Supports appropriate special event committees with administrative and logistic support.
- Assists in the development of communications and marketing support working with Marketing Department.
- Responds to enquiries from the public about events, including assisting with media requests.
- Provides volunteer coordination and recognition for special events.





- j) Creates, prepares, and distributes meeting minutes and supporting documents.
- k) Coordinates guest lists, food service arrangements, menu planning, decorative and table set up, nametags and volunteer management.
- l) Coordinates production and distribution of print materials.

Requirements/Qualifications:

1. Must be a Trent student. Priority consideration will be given to students receiving OSAP and who are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
2. Experience in planning and implementing events including on-site logistics; developing and implementing promotion plans; print production expertise associated with special events.
3. Strong initiative and customer service orientation; volunteer management skills is required.
4. Excellent written and oral interpersonal communication with marketing and communications skills.
5. Project Management, organizational and prioritizing skills; problem solving and organizational skills; attention to detail is imperative and office administration experience.
6. The ability to work well independently on several projects concurrently.
7. Proficiency with social media platforms (twitter, Instagram, snapchat, etc.) and with Microsoft Word, Excel, and Power Point.
8. Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; knowledge of correct protocol for specific situations.

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

- Police Record Check
- First Aid/CPR and AED
- Ministry of Labour Health and Safety Worker 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
- Concussion Awareness Training

To Apply: All applications must include a cover letter and resume which can be e-mailed to lesliespooner@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.

