



JOB POSTING
Student Engagement & Marketing Promotions Staff
Part-time Student Position
Trent Athletics & Recreation Department

Supervisor: Manager, Sales & Sponsorship
Hours of Work: 5 – 10 hours per week (flexible, depending upon special events schedule)
Start Date: August 2020 – December 31, 2020
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.

ABOUT THE POSITION:

The Athletics Department is a vibrant and energetic place. We are looking for individuals who are **passionate about delivering outstanding service and an exceptional guest experience** to Trent students and members of the community. This position will support a variety of special events and marketing promotions, and utilize social media to promote student and member engagement. The Athletics Centre provides you with an opportunity to learn and develop skills that you can take forward to future employment.

This position has been updated to include new responsibilities, beginning Fall 2020, with attention to health and safety for all members of our campus community.

Job Responsibilities:

- a) Ensure that Trent students and community members receive an outstanding experience by providing a friendly and welcoming environment. This includes proactively greeting every individual and maintaining knowledge of programs, services, and processes.
- b) Provide education and support on new Athletics Centre reopening protocols, including: online workout booking system; wayfinding and traffic flow with the Athletics Centre; cleaning protocols; and physical distancing.
- c) Build and foster relationships with Trent student organizations to develop partnerships to engage more Trent students in Trent Athletics programs and events.
- d) Assist in coordinating special events and student/member engagement initiatives, inclusive of planning, communication, promotion and on-site logistics.
- e) Update Trent Athletics social media to promote special events, contesting, and coverage of events.



- f) Analyze data to evaluate the effectiveness of various marketing strategies and promotional campaigns.
- g) Coordinate 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.
4. Outgoing and personable with the ability to communicate effectively with colleagues a variety of customer groups.
5. Proficiency with social media platforms (twitter, Instagram, snapchat, etc.) and with Microsoft Word, Excel, and Power Point.
6. Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; knowledge of correct protocol for specific situations.
7. Ability to work remotely or off-site at special events on occasion.

Training 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
- Trent University COVID Training

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

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