



Varsity Administrator

Part-time Student Position

Trent Athletics & Recreation Department

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| Supervisor: | High Performance Varsity Sports Coordinator |
| Hours of Work: | Pre-Season (Summer) - 20hrs per week In-Season (Fall/Winter Semesters) – 5-10 hrs per week Primarily Monday-Friday, 9:00am-5:00pm Some evening and weekend work may be required. |
| Term: | August 2024 – April 2025 |
| 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 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:

As a Varsity Administrator, you will be responsible for supporting the logistical planning and execution for Trent Excalibur varsity sports operations. This person will have some experience and knowledge of the sports we offer and affiliated organizations (OUA, USports and CUFLA). This role will work closely with the High-Performance Varsity Sports Coordinator in planning, administering and executing all aspects of varsity related functions.

Primary Responsibilities:

- Support High Performance Varsity Sports Coordinator in planning and executing administrative tasks.
- Compile league competition schedules to assess facility needs, and ensure appropriate facilities are booked with accurate time needs.
- Track and organize away game schedules to determine appropriate travel requirements for each team throughout seasons, including vehicle requirements, travel times, accommodation needs.
- Support all additional event requirements, ensuring appropriate facilities are booked, and communication is prepared for coaches and student-athletes.



- Develop and manage apparel and equipment inventory, including proper storage of items.
- Review game day procedures and protocols for varsity home events to ensure efficiency in delivering a quality experience to our student-athletes, staff, supporters and guests.
- Aid in review of existing and development of new student-athlete support services and resources.
- Development of action plan for varsity marketing and communications.
- Keeping informed on the most current Excalibur varsity sport news.
- Comply with policy and regulations (including dress code).
- Support other departmental functions as needed.

Qualifications:

- Must be a Trent student. Priority consideration will be given to TWSP eligible students.
- Experience using common software suites (Office, Web) and ability to work with new services.
- Ability to follow instructions and cooperate with other team members
- Ability to work and problem-solve in a fast paced environment
- Self-motivated, punctual and responsible
- Ability to work evenings & weekends when necessary
- Knowledge of OUA, USports & CUFLA regulations, policies and procedures considered an asset.

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

- First Aid/CPR and AED
- Police Records Check
- Accessibility for Ontarians with Disabilities Act (AODA)
- Ministry of Labour Health & Safety Training
- Concussion Awareness Training

To Apply:

All applications must include a cover letter and resume that can be e-mailed to varsity@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 varsity@trentu.ca.

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