



**UNIVERSITY OF TORONTO**  
**Faculty of Kinesiology and Physical Education**

**Administrative Support - Track & Field**

The University of Toronto is seeking a candidate to fill the casual position of Administrative Support for the Varsity Blues Track & Field program.

Reporting to the Manager of Intercollegiate Sport and supervised by the Head Coach, Track and Field the key roles and responsibilities include:

**Administrative Duties**

- Assists with day-to-day cross country/track & field activities including all logistics around team/coaches meetings. Takes minutes where necessary.
- Oversees the logistics of team travel including but not limited to
  - o Booking of vehicles (van/buses) with the travel coordinator
  - o Completing all travel itineraries and room allocations where applicable for the travel coordinator 10 days prior to travel
  - o Coordinating and submitting all appropriate travel expenses within two weeks of travel
- Takes the lead on ensuring all meet entries are completed prior to deadlines
- Assist with the submission of day-to-day expenses by the appropriate deadlines.
- Is responsible for maintaining accurate inventory counts on all apparel and equipment.
- Assists with the distribution of all team related gear (sideline apparel/uniforms)
- Works collaboratively with the AC facilities team to ensure that all track equipment/track storage area, is kept clean and safe for participants/staff.

**Program Liaison**

- Acts as a liaison for the program to the following Faculty departments:
  - o Events team for all home cross country and track & field events
  - o Facilities team for set-up/take-down/conversions/facility bookings
  - o The integrated support team (head therapist, lead fitness & performance coach) in facilitating IST meetings.

**Athlete Services**

- Working directly with the Assistant Manager, Athlete Services, provides administrative support for the program which includes but not limited to:
  - o Ensuring all student-athletes have completed their VBRS registration
  - o Ensuring all student-athletes and coaches have completed all mandatory training requirements as outlined by the University, OUA and U SPORTS.
  - o Helps coordinate on-campus recruitment visits

## **Communication & Media**

- Working directly with the Manager, Intercollegiate Events, Marketing and Communications and Coordinator, Athletic Communications, works to ensure that
  - o The scheduling of all mandatory team sessions – including photo shoot, media days, social media training.
  - o Confirming the names of the rosters that are posted online.
  - o The policies for posting on social media, including recruiting announcements are followed
  - o The submission of all entries and results for all invitational meets are sent prior to competition.
  - o Assists with the submission of all cross country and track & field award information to the OUA and/or U SPORTS.

### **Qualifications**

- University degree preferably in kinesiology or physical education or equivalent experience.
- Sport administration/sport management experience an asset
- A valid police reference check.

Please send your resume/CV with a cover letter with three references to Steve Manchur, Manager Intercollegiate Sport via email at [steve.manchur@utoronto.ca](mailto:steve.manchur@utoronto.ca).

Compensation: Up to 24 hours per week \$15.50/hr starting September 5 to December 8, 2023.

Deadline for application: Tuesday August 22 at 5:00 p.m.

Only individuals selected for an interview will be contacted.