Vision and Purpose:

Job Description:
The Vikes Event and Marketing Assistant will contribute towards the successful operation of all events hosted by Vikes Athletics and Recreation (see govikesgo.com). The position will assist with the implementation and operation of Vikes varsity events, recreation, and engagement events and promotional activities. In conjunction with the Coordinator, Vikes Events, the incumbent will support the Vikes student event staff team to ensure delivery of service excellence.

The position reports directly to the Coordinator, Vikes Events, with a functional relationship to the Vikes Marketing, Engagement and Programs team.

Qualifications:
- Excellent communication, listening and interpersonal skills
- Excellent verbal and written communication skills
- Superior (demonstrated) organizational skills with the ability to manage multiple deadlines
- Knowledge of Canadian university and amateur sport considered an asset
- Comfortable in a leadership role, supervisory experience an asset
- An understanding of sports and/or desire to work in a sports related field

Key Responsibilities:
- Assist Coordinator, Vikes Events in preparing for all home varsity events. Support organization of all event requirements for Vikes gated events (women’s field hockey, soccer, basketball and men’s rugby)
- During the event, support staff members and venue operations, ensure that game day protocol and service excellence standards are met
- At the conclusion of the event, ensure that the venue is returned to satisfactory condition and that all event tasks have been completed. Attend and promote post-match functions, where required.
- Support training, coaching and scheduling of event staff, for all Vikes events under direction of the Coordinator, Vikes Events
- Provide event support at recreation events under the direction of the Coordinator, Vikes Events and Marketing and Engagement team.
- Assist in marketing and promotions for Vikes on and off campus.
- Under the direction of the Vikes Campus Engagement Officer, support and assist with on-court and on-field promotions.
- Meet weekly with Vikes Campus Engagement Officer to discuss promotional strategies and assist in promotional activities before, during and post-event.
- Other duties as required as assigned by the Marketing and Engagement Unit.

*Note:* Flexible work hours according to demands of the athletic and recreation event schedule will be required. This position will require a high volume of work on evenings and weekends.

**Terms of Employment:**

The position will span both the fall and spring semester, beginning August 27, 2018 and running until April 12, 2019. A $3000/month salary will be paid biweekly. This salary is based upon a 35 hour work week; however the position’s schedule will flex around the demands of our department event schedule with the majority of our department events occurring during evenings and weekends.

**To Apply:**

Interested Candidates should submit a letter of application and a resume, by **Wednesday, June 27, 2019** by email to Marlena Stubbings, Coordinator, Vikes Events, atheevent@uvic.ca. Vikes Athletics and Recreation thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.