

JOB DESCRIPTION

UBC Intramurals | Intramurals Administrative Assistant

POSITION SUMMARY

Based in the Student Recreation Centre the Program Assistant provides administrative support in a variety of areas of the UBC Intramural program. This position will concentrate on the following project areas:

UBC Triathlon Duathlon

- Inputting of registration details in the event management database
- Ongoing communication with participants via email, phone etc; may include outreach in the Lower Mainland
- Assist with the recruitment of event day volunteers including online resources, community postings and on campus outreach.
- Communication with various race partners and participating clubs and groups
- Working alongside the Event Management team to ensure:
 - Clear communication to participants regarding schedule, course information, updates etc.
 - Post race communication, results and surveys
 - Organization and management of pre-race "Package Pick-up"
- In conjunction with the Event Management team, organization and management of registration are on race-day
- Transition report post event
- Where assigned, other event related duties as assigned
- General administrative work as assigned

Based on time management and capacity, this role will hold administrative responsibilities in the League Official program.

SUPERVISION RECEIVED:

This position reports directly to the Race Director for the UBC Triathlon Duathlon.

This position will receive guidance and be expected to work with all Intramural Assistants, and Professional Staff.

At times will receive direct supervision from the UBC Events Team.

QUALIFICATIONS

- Current UBC Student (Vancouver Campus - Jan to April 2020)
- Valid Class-5 driver's license - no restrictions
- Experience with CLASS, Microsoft Outlook & Excel an asset

KNOWLEDGE, SKILLS AND ABILITY

- Able to work both in a team environment and independently
- Ability to learn quickly and exercise sound judgment to solve problems and plan thoroughly
- Must be detail-oriented
- Excellent written and oral communication
- Enthusiastic, organized and responsible

- Above average computer skills with Microsoft Word, Excel
- Adobe Software experience is an asset

DESIRED SKILLS

- Organized
- Highly Detailed
- Customer Engagement
- Problem Solving
- Answering Phones
- Confidentiality
- Quick Learner
- Self Starter

EXPERIENCE LEVEL

- Current Students in an Undergraduate Program, Current Students in a Masters Program
- Do you require applicants to currently be studying or have graduated from a specific degree program or discipline?
 - o No

TIME COMMITMENT:

- 10 hours/week January - March 2022 @ \$15.20/hour
- Total of 150 hours

MANDATORY DATES:

Position start: January 4 (applicant dependent)

Position end: ~March 30

UBC Triathlon

- First Time Triathlete Experience - January 21 (hours TBD)
- PreRace Weekend - Feb 25/26/27 (hours TBD)
- PreRace Week - Feb 28-Mar 5 (hours TBD)
- Race Weekend - Mar 5 (hours TBD)

Posting end date: December 10, 2021

To apply, please submit a resumé and cover letter to:

robyn.willmer@ubc.ca

Additional Documents Requested

- Cover Letter