Varsity Operations Assistant
University of British Columbia
Athletics and Recreation

Work Term: August 1st, 2023 – April 19th, 2024
Remuneration: $3800/month

Job Summary
The Varsity Operations Assistant supports the planning, organizing, and executing of varsity games and events on UBC's Vancouver campus for the UBC Department of Athletics and Recreation.

The position is an integral member of the varsity team and works closely with the Manager, Varsity Operations, Varsity Head Coaches and Administration Staff. The Varsity Operations Assistant will receive training and hands on experience working in a large-scale institution and department that engages student-athletes, alumni and community members from various backgrounds. The incumbent will gain exceptional experience in event management and sport administration, while developing skills in the areas of leadership, communication, teamwork, administrative skills, critical thinking and problem solving.

Work Performed
- Assists in the planning, organizing and executing of event logistics for varsity games and events
- Works collaboratively with members of the Manager, Varsity Operations, the Varsity Leadership Team and coaching staff to ensure successful execution of all varsity events.
- Works with the Manager, Varsity Operations and the Coordinator, Varsity Operations to create and develop print and digital media collateral as required.
- Assists with the ticket sales and financial reconciliation for varsity gated events.
- Supports communication with varsity coaching staff as necessary to ensure cooperation and assistance in the professional execution of each varsity game.
- Assists in preparation for successful varsity events as required.
- Supports all pre, on-site and post event activities in multiple locations by monitoring the operational activities at each venue, addressing concerns and resolving problems to ensure the success of each event.
- Assists Manager, Varsity Operations and Coordinator, Varsity Operations in preparation of larger events, including Festival Events and National Championships.
- Assists in supervising part-time student workers for hosted varsity events, specifically in coordination of work schedules and technical operations (e.g. minor officials).
- Supports in providing proper training for minor officials, sport specific as necessary.
- Ensures U SPORT and NAIA game management policies and procedures are strictly followed and enforced, including facilitation of the Game Tape Exchange protocol (video game capture, file conversion and uploading at the end of each game).
- Supports trophy maintenance and shipping on assigned varsity games.
- Contributes to post-event reporting.
- Works as an on-venue liaison for visiting teams, external stakeholders (i.e. security etc.).
- Attendance at varsity games / events required (includes evenings and weekends).

Athletics & Recreation
6081 University Boulevard
Room 272 – War Memorial Gym
Vancouver, BC Canada V6T 1Z1

Phone 604 827 2764
Fax 604 822 6011

Organizational Status
This position is an integral member of Varsity Operations Unit. Within this Unit, they report to the Manager, Varsity Operations and work collaboratively with the Coordinator, Varsity Operations and the Operations & Events Coordinator, War Memorial Gym.

Supervision Received
Reports to the Manager, Varsity Operations.

Supervision Given
Assists in the supervision to 80 student staff.

Qualifications
Required/preferred qualifications and skills:

- Post-secondary degree, with a keen interest in sport administration, athletics & recreation or event management
- Experience in event management and/or sport environment preferred
- Strong leadership skills
- Proven organizational skills and attention to detail
- Demonstrated customer service proficiencies
- Enthusiastic, responsible, team player
- Excellent interpersonal and communication skills
- Strong Microsoft Office skills
- Excellent problem-solving skills
- Ability to work and lead in a professional manner
- Demonstrated ability to work independently and in a team environment
- Full Driver's License an asset (BC Class 5 or equivalent)
- Knowledge of Canada West, U SPORT and NAIA procedures in relation to event management and hosting is an asset

How to apply: Please submit a resume and cover letter to guest.services@ubc.ca
Application deadline: 11:59pm on June 11th, 2023

THE UNIVERSITY OF BRITISH COLUMBIA

Athletics & Recreation
6081 University Boulevard
Room 272 – War Memorial Gym
Vancouver, BC Canada V6T 1Z1

Phone 604 827 2764
Fax 604 822 6011