JOB TITLE: ATRS16 – Vikes Nation Executive (Athletics and Recreation)

DEPARTMENT NAME: Vikes Athletics and Recreation

CONTACT NAME: Tanner Lorenson

JOB DESCRIPTION:

The Vikes Nation Executive will actively assist with the implementation of Vikes Athletics & Recreation event marketing and campus engagement plans. Including:

• Assisting with promotion of the Vikes Nation Ambassador Program
• Coordinating bi-monthly meetings with a Vikes Nation Ambassador team.
• Assisting with the execution of game-day production and Vikes Nation event support
• Assisting with the production of ATRS marketing including online and print media.
• Working within a team to develop and initiate new marketing promotions for increasing student attendance at Vikes varsity games as well as Vikes recreation participation.
• Assisting with ongoing student and UVic community market research focus groups.
• Some administrative work including preparation of work plans, filing, spreadsheet analysis and meeting/agenda coordination.
• Other duties as assigned.

QUALIFICATIONS:

Customer relations experience.
Ability to coordinate multiple tasks.
Outgoing and energetic. Must LOVE being a Vike and promoting the Vikes Nation community.
Organized, pays attention to detail and demonstrates professional conduct.
Ability to take on projects and work independently with minimal daily supervision.
Strong communication skills, oral and written, preferred.

JOB LOCATION ON-CAMPUS: CARSA, Vikes Competition Venues

WORK STUDY WAGE: $14.50 (includes 4% vacation pay)

HOURS AVAILABLE: 150

HOW TO APPLY:

Email resume and cover letter to Tanner Lorenson at vikesmarketing@uvic.ca