JOB TITLE: ATRS19 - Vikes Women’s Rowing Manager

DEPARTMENT NAME: Vikes Athletics and Recreation

CONTACT NAME: Women’s Rowing Coach / Marlena Stubbings

JOB DESCRIPTION:
Under the supervision of the Varsity Head Coach, the team manager provides administrative and managerial support to the Varsity program. Duties may include clerical work (letter writing, mail outs, database entry), managing internal team communications, assisting with practice organization and set-up, travel coordination, recording statistics, results, and/or time keeping during events/games, and other duties as determined by the head coach.

QUALIFICATIONS:
Excellent time management and organizational skills; ability to work independently; excellent computer skills; knowledge and understanding of high performance athletics; ability to work varied hours including evenings and weekends.

JOB LOCATION ON-CAMPUS: CARSA

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

HOURS AVAILABLE: 200

HOW TO APPLY: Email resume to Women's Rowing Coach, womensrow@uvic.ca