



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

ADMIN ASSISTANT, Camp U of T	
<p>Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.</p> <p>The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.</p>	
Deadline:	April 24th, 2019
Number of Positions:	2
Rate of Pay:	\$15.00/hour
Position Start Date:	June 17, 2019
Position End Date:	August 23, 2019
Number of Hours per week:	32.5-44 Monday – Friday, between 7:30am – 4:30pm
Classification:	Casual
Summary:	<p>Under the general supervision of the Manager Children and Youth, the Admin Assistant provides a wide range of administrative services collection, input and maintenance of detailed information in the CLASS database system or other on-line systems; collection and update of information for course outlines and staff manuals; and distribution of same.</p> <p>Working in a team environment, the Admin Assistant is to deliver accurate, effective and efficient customer service while projecting a welcoming positive and professional image for Camp U of T. The Admin Assistant is responsible for the timely and correct response to emails, voicemails and in person requests from parents, campers and staff.</p> <p>The Admin Assistant will be responsible for Camp U of T paperwork, including attendance forms and health information, organizing equipment pick up and drop off, checking incident reports and payroll. The Admin Assistant plays a lead role in coordinating building evacuations and emergency response.</p>

	<p>The ability to work effectively within a team is essential to this position in order to manage the workload. The Admin Assistant will require a thorough knowledge of Camp U of T offerings and a commitment to working with parents and campers. The provision of excellent customer service by the Admin Assistant is essential to the success of program delivery.</p>
<p>Minimum Qualifications:</p>	<p>Education: Some post-secondary education or equivalent combination of education and experience.</p> <p>Experience: One - two years relevant administrative experience, preferably in a university setting and physical activity environment. Experience with a summer camp program is strongly preferred and/or in supporting registration for children's programs.</p> <p>Other: Ability to assist in the development and delivery of efficient processes for daily work. Ability to deliver high quality work in an environment of overlapping, time sensitive tasks. Ability to function in a position driven by competing demands and very frequent interruptions. Ability to work with diverse groups of people. Strong interpersonal, problem solving and conflict resolution skills. Ability to exercise initiative, discretion and good judgment. Ability to handle confidential information. Demonstrated excellence in oral/written communication.</p> <ul style="list-style-type: none"> ▪ Standard First Aid certificate from Red Cross, Lifesaving Society or St. John's Ambulance issued not more than 3 years prior to August 23, 2019 - REQUIRED ▪ Basic Rescuer/Level C CPR certificate issued not more than 1 year prior to August 23, 2019 - REQUIRED <p>This position requires a criminal records check annually. Further information, including screening criteria, will be available at the interview and at the time a conditional offer of employment is made.</p>
<p>Method of Application</p>	<p>Resume, cover letter and qualifications to be emailed to: campuoft@utoronto.ca</p> <p>Subject line should include title of position.</p>
<p>Contact Information:</p>	<p>Will Kopplin Manager, Children & Youth</p>
<p>Date Posted:</p>	<p>April 15, 2019</p>