

## Facility and Events Assistant, Work-Study position

<b>Position type:</b>	Casual; part-time (Work-study position)
<b>Term:</b>	September-December 2022; January-April 2023; April-August 2023
<b>Wage:</b>	\$15.65 (+6% vacation pay +4% in lieu of statutory holidays)
<b>Direct supervisor:</b>	Facilities Operations Coordinator, Athletics and Campus Recreation

### POSITION AT A GLANCE

Working within the Athletics and Campus Recreation department the Facility & Events Assistant will have the opportunity to learn the event planning process and provide service within the university community to students and staff as well as external rental groups. The student will be working hands-on in the logistics and execution of booked activities related to event and facility management. The student will be required to work alongside fellow students and with both the Varsity Events Coordinator and Facilities Operations Coordinator through-out the work-study period.

### PRIMARY FUNCTION

The Facility & Events Assistant plays a vital role in the coordination and execution of events within the UFV Athletics and Campus Recreation facility. This individual will provide support with event and facility management throughout the entire event planning process. Responsibilities include: liaising with requested internal and external facility renters; assistance in the coordination and execution during Cascade Varsity events; preparing and completing tasks associated to facility and event coordination; physical capability to promote responsible safe practices within the facility and its equipment; assistance with other related facility & event coordination.

- Demonstrating a high-level of professionalism and the ability to take initiative.
- Maintains excellent communication with supervisors, staff and facility renters/users
- A basic understanding of computers may be required in preparing necessary related documents
- Organizational and prioritizing skills with an attention to detail is an asset
- Capability of performing, safe hands-on physical work - ability to lift items up to 30lbs.

### WHO CAN APPLY?

We invite applications from UFV students of all gender identities and expressions, abilities, ethnicities, ages, sexual orientations, and programs of study. That meet the requirements of a Work-Study position.

### REQUIREMENTS

- Must be a UFV student and qualify for Work-Study Program (maintain a minimum 2.0. GPA; enrolled in a minimum of 9 U.F.V. credits; and hold only one Work-Study position per semester).
- Previous knowledge and experience in project or event operations is considered an asset
- Ability to work mainly at the Abbotsford campus and on evening and weekends, as required
- Experience working in a recreation or athletic setting is an asset

### HOW TO APPLY?

Submit one pdf document (cover letter and resume) through UFV CareerLink site – position title: Facilities & Events Assistant, Work-Study. Any questions, please contact, Stacie Dixon, [stacie.dixon@ufv.ca](mailto:stacie.dixon@ufv.ca)