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Position covered by the Collective Agreement with USW Local 4120

Intercollegiate Coordinator

Department of Athletics

Temporary full-time from August 1, 2021 to July 31, 2022
Hiring #: 2021-0195

Please read the Application Instructions [1] before applying

Consistently ranked as one of the best comprehensive universities in Canada, the University of Guelph is committed to the development of the whole student. Intercollegiate programs within the department of Athletics play a valuable role in supporting this mission. These programs provide student-athletes with important experiential learning opportunities that prepare them for life and for future employment while in pursuit of excellence. The University has a nationally ranked intercollegiate program covering excellence in 30 sports, representing one of the top 3 largest in Ontario and top 7 in Canada.

If you are a strong and passionate leader who has proven experience in providing exemplary leadership to and supporting student athletes, coaches, and sport administration, this may be the perfect opportunity for you! The successful candidate for this role will coordinate programming and work within a team of knowledgeable, dynamic, energetic, and engaged staff. As a member of the Intercollegiate Team, the Intercollegiate Coordinator contributes to the overall success and operations of the Department of Athletics.

Reporting to the Associate Director of Intercollegiate, the incumbent will provide support, service, leadership, and guidance to the student athletes and coaches for Gryphon ‘OUA Varsity’ teams. The Intercollegiate Coordinator has relative autonomy for and will manage and oversee multiple facets of OUA Varsity administrative and compliance operations, including student athlete registration, compliance to sport governing bodies, adherence to internal and external policies and procedures, support of intercollegiate business activities including but not limited to team budget management and fundraising, scheduling, facility booking, sport information and they will support annual student athlete and coach education, training, and program evaluation. The incumbent will be responsible for coordinating the hosting of OUA Varsity events and championships where required. They are the primary point of contact with external sport governing bodies which are involved in the delivery and programming of OUA Varsity sports.

The Intercollegiate Coordinator is also responsible for coordinating external and internal scheduling for all Intercollegiate teams, including all OUA league, exhibition, training camp, and practice scheduling, liaising with coaches, Gryphon facility staff and external organizations (i.e. City of Guelph) and sport governing bodies (i.e. OUA and U Sports). They are also responsible for the management of all Intercollegiate team travel including the booking and confirmation for each intercollegiate team’s transportation to events and travel advances. This requires liaising with U of G’s travel partners (i.e. Bus Charter, Travel Agency, Rental Car, Hotel, Food and Beverage partners)

They will also be responsible for the organization and coordination of all internal (Athletic Banquet and HOF nomination and selection processes) and external (OUA and U Sports) awards and will assist in the coordination and delivery of the annual Intercollegiate Athletic Awards Banquet and bi-annual Hall of Fame Dinner. The incumbent will act as the liaison with the OUA and U Sports office coordinating the administration of all awards.

The successful candidate must value diversity of experiences and perspectives and will play a significant role in supporting and enhancing Athletic and Recreation’s Safe Sport, Equity, Diversity, Inclusion and community building efforts, actions and initiatives.
To be considered for this position, candidates must have:

Two (2) year Community College Diploma in Sports Administration, or another related program, along with at least two (2) years of related experience or an equivalent combination of related education and experience. An undergraduate degree is preferred;

- Experience working in a provincial, national or university sport organization
- Knowledge and experience working with budget management principles
- Familiarity with OUA an USport policies and regulations is required.
- Excellent leadership skills and demonstrated experience supporting high performing teams and programs;
- Strong organizational skills;
- Student athlete centered philosophy;
- Works well within a dynamic and demanding environment;
- Strong computer skills including proficiency with Microsoft Office Applications;
- Strong communication, listening, problem solving and conflict resolution skills;
- Ability to work independently and as a team to effectively to meet established deadlines.

This is a demanding position that requires attendance at frequent evening and weekend events to fulfill program requirements.

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

Classification USW, Local 4120 Salary Band 6
Normal Hiring Range $27.72 - $30.98 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 09
Closing Date: 2021 06 16

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