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| **Title of Position** | Athletics Experience Agent |
| **Department** | Athletics & Recreation  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.06 Assist with scheduling of meetings, special events and general office activities

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.02    Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.04 Distribute various information around the College

2.10 Assist with the basic preparation and implementation of college events/activities

4.04    Provide general guidance as student lead/role model to peers and/or volunteers in the college community

4.05    Conduct basic research

9.03 Work with home game staff to: organize half time activities (ie. shoot for cash, basketball), organize and offer program guides, giveaways, half time activity tickets, organize and assist with distributing snacks

10.03 Greet and usher spectators to appropriate seating at college events

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Knowledge of sport and basic sporting rules
* Good organizational skills, with the ability to multi-task
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Prior experience in a customer service environment
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Valid First Aid