University of Regina Athletics is recruiting for the position of Event Manager - Soccer for the 2017 varsity athletic season. Reporting to the Athletic Coordinator - Marketing and Event Management, the Event Manager-Soccer is responsible for all aspects of Cougar Soccer. This individual will work closely with University of Regina Athletics staff as well as Facilities staff, visiting teams, and the general public. The Event Manager - Soccer works primarily weekends at Cougar Soccer home games and some office hours during the week.

Responsibilities:
- Staff all Cougar Soccer home events.
- Hire, train, schedule, and supervise minor officials (staff).
- Work closely with soccer coach and their respective team personnel.
- Work closely with University of Regina Athletics staff.
- General set-up for events.
- Distribute promotional items (posters, schedules, etc.).
- Perform administrative duties as assigned.
- Submit float/minor officials pay forms weekly.
- Pay-out staff at conclusion of events.
- Post-game reporting as required.
- Work with Athletic Coordinator: Sports Information to collect required statistics during soccer games.

Requirements:
- Be a returning University of Regina student in the fall.
- Have excellent organization and communication skills.
- Proficient with Microsoft Office.
- Must be available to work evenings and weekends.
- Prior event management experience is an asset.
- Knowledge of soccer is an asset, but not required.

Term of Position: August 28, 2017 – December 1, 2017 (approximate)

Salary: $21.72 per hour (part-time)

Closing Date: April 6, 2017 @ 5:00PM

Cover letters and resumes can be submitted via email or in person to:
Matthew Litke
Athletic Coordinator - Marketing and Event Management
Faculty of Kinesiology and Health Studies
matthew.litke@uregina.ca
Room 170.5, Centre for Kinesiology, Health & Sport

More information on this and other opportunities available at: www.reginacougars.com

University of Regina Athletics is committed to employment equity. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.