

KHS Communications & Marketing Assistant Intern, KHS Events

Purpose

Reporting to the Manager, KHS Communications & Marketing, the Assistant Intern, KHS Events position will support the KHS Communications and Marketing group with event planning and delivery of a wide range of programming across Varsity and Club Sport, Campus Recreation, the Centre for Health, Wellness & Performance, and the KHS Academic Program.

Roles and Responsibilities:

The position is designed to provide University of Regina students with work integrated learning experiences designed to enhance their degree program. Under the direction of the supervisor, the incumbent will contribute to the annual event planning cycle within the identified units and will be responsible for a term project that they will take the lead role in planning and executing (identified and selected in consultation with the Manager). Duties may include, but are not limited to:

- Contributing to delivery of Varsity Sport game nights and events
- Providing direction to all roles on the student event team
- Assisting with the development and execution of student engagement campaigns
- Participating in annual planning, budgeting and development cycles for Varsity & Club Sport
- Working with other Faculty professionals in collaborative event planning
- Assisting with planning and delivery of community and marketing events
- Assisting with the fulfilment of sponsorship requirements
- Assisting with the planning and coordination of KHS Faculty events
- Completing individual project work related to internship professional development goals
- Assisting in the creation of related procedure manuals, promotional materials, public notices, etc.
- Responding to e-mail, in-person, and telephone inquiries and requests
- Performing other related duties, as assigned

Supervision Received:

This position reports to the Manager, KHS Communications & Marketing for primary day-to-day supervision. May also report to the Dean of Kinesiology or Director of Sport, Community Engagement, and Athlete Development for specific project participation.

Hours of Work

The internship will last for 12 months beginning in August.

- Non-traditional hours, flexed to meet the needs of the Varsity Sport and KHS event schedules

Salary

Compensation to be determined.

Requirements/Qualifications

- Completion or progress towards a University degree with preference to Kinesiology and Sport and Recreation Studies majors.
- Work experience related to event planning and delivery.
- Ability to communicate effectively both verbally and in writing
- Strong research and analytical skills
- Excellent organizational and time management skills
- Strong leadership skills
- Self-starter with the ability to work both independently and collaboratively
- Strong interpersonal skills with the ability to communicate effectively with a wide range of individuals in a diverse community
- Proficient in the use of Microsoft Office, including Word, Excel, PowerPoint and Canva
- Knowledge of Adobe Creative Cloud software preferred, but not required
- Knowledge of event management best practices preferred, but not required

Applications and More Information

To apply, please send a cover letter and resume, along with your preferred starting date to andrew.hamilton@uregina.ca.