

Recreation Services Student Assistant

Primary Function

The Recreation Services Student Assistant is responsible for ensuring a positive experience for members and program participants by supporting daily operations, events, and administrative tasks.

Duties and Responsibilities

The Recreation Services Student Leader is responsible for assisting the Recreation Services team execute the following tasks, but not limited to:

- Create and schedule social media content using Buffer and newsletter through MailChimp.
- Assist with content creation for social media, photography, and graphic design projects.
- Update digital screens, posters, and presentation materials.
- Update brochure racks across campus.
- Assist with organizing events such as Sneaker Day, Winter Active, Staff Training, Student Recruitment and Orientation.
- Assist with weekend or evening events representing the Rec Services (e.g., orientation, Free Trial Week).
- Provide onboarding support for members and program participants.
- Provide facility tours and promote membership/program purchases.
- Distribute and compile feedback surveys for Intramurals, Clubs, and RS programs.
- Assist with climbing discrepancies, facility/club audits, data entry, and compiling reports (e.g., Annual Report, competitor pricing).
- Assist with troubleshooting and resolving customer issues.
- Monitor and respond to department emails.
- Assist with donor outreach for the Climbing Competition.
- Represent Recreation Services in a competent, courteous, and professional manner.

Qualifications

- Full-time student at the University of Manitoba in Fall and/or Winter academic session.
* Preference may be given to a Canadian student based on grant funding requirements.
- General knowledge of Recreation Services' offerings.
- Excellent verbal and written communication skills
- Ability to work and meet deadlines independently.
- Ability to work varied hours, including some evenings from 5:00 pm to 9:00 pm, Monday to Friday.
- Comfortable using social media tools and Microsoft Office/Google Suite.

Expected start date: August 18, 2025

Application Process: Interested candidates should submit their resume and a cover letter detailing relevant experience and qualifications for the position to rec_services@umanitoba.ca by July 23, 2025.