Campus Recreation Department
Intramural Sports
1 Position

Requirements
- Assist the Assistant Director with all aspects of programming involved with the seven team sports, a wide variety of weekend tournaments and individual/dual sports.
- Coordinate and attend supervisor, captains and officials meetings.
- Assist the Assistant Director with recruitment, selection, training, scheduling, supervision and evaluation of the Intramural Officials and Intramural Supervisors.
- Assist with the payroll operation of 80+ intramural sports employees.
- Assist in the creation, organization and implementation of intramural publications and collaborate with the marketing intern(s) to create a year-long marketing campaign.
- Maintain intramural records including sport record books and employee files.
- Supervise the Campus Recreation Program one night per week.
- Become familiar with departmental computer programs and processes including: IMLeagues, Microsoft Excel, PowerPoint, Publisher, Tribe Response Forms, and Cascade.
- Attend and contribute to staff and Student Affairs meetings and committees.
- Obtain First Aid, CPR and BBP certifications during the Fall Semester

Preferred Qualifications
- Prior experience as an intramural sports employee
- Officials certifications (high school, youth or recreational sports)
- CPR/FA Instructors certification desirable

Classification/Hours
This assistantship is open to masters or doctoral students. It is a full time (20 hours a week) position, with the understanding that some weeks require more hours than others. Some night and weekend hours are required.

Benefits
Tuition waiver and masters stipend depending on annual tuition costs.

Immediate Supervisor
The graduate assistantship reports to the Assistant Director of Campus Recreation-Intramurals and will work with the other staff members in the department.

Selection Criteria
Bachelor’s degree in Recreation, Physical Education, Business Administration or related field. Acceptance into Graduate school, preferably in Higher Education Administration or Counseling. Recreational Sports as a profession preferred, but not required.

For more information, please contact:
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