Position Title: Athletics Intramurals Coordinator

Hourly Rate: $7.50

Department: Athletics

Supervisor: McCormick, Newman

Work Location: Sports Center/Stadium

Account Number: 01-56553-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 5

Work Schedule

A student in this position can expect to work 2 hours per day, 6 - 8 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: Varies, usually afternoons and evenings. Weekends required.

Department/Position Overview

The Intramurals Coordinator runs the Intramurals program. S/he works in consultation with department staff to create a campus-wide student program. This is a full academic year position and is responsible for hiring and supervising all I.M. personnel (referees, statisticians, etc.), posting results, and marketing the program.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Creates and markets the I.M. program to the student body

☒ Maintains all records and statistics and post results on a regular weekly basis
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Sophomore or higher standing with prior (preferably) I.M. refereeing/scorekeeping experience.
- Possesses a strong work ethic, can work independently and is creative