Position Title: Athletics Intramurals Referee/Statistician
Department: Athletics
Work Location: Sports Center/Stadium
Hourly Rate: $7.25
Supervisor: McCormick, Newman
Account Number: 01-56553-00000-00000-xxxx

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

Number of positions available: 20

Work Schedule
A student in this position can expect to work 2 hours per day, 4 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
Referees game and matches in the Intramural program per the Coordinator's instruction and files game statistics to Coordinator for year-end compilation.

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
☒ Referees games and matches within the I.M. Program per the Coordinator's instructions
☒ Keeps statistics and forwards to Coordinator for end-of-year compilation
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: