

Student Job Description

Department: Athletics - Intramurals Location: Alumni Gym

Supervisor's Name: Mike Polsinelli

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Please indicate hours/shifts available: Mondays through Fridays, daytime

Duties and Responsibilities:

- Assist the Director of Intramurals and Wellness with day-to-day operations including filing, copying, typing, basic computer tasks and organization of the office.
- Interact and engage with the campus community.

Qualifications for the Position:

- Organizational skills
 - Basic computer skills - familiarity with email, Microsoft Word and Excel
 - Friendly, professional and outgoing personality
 - Flexible and willing to perform a variety of tasks
 - Punctual and reliable
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Purpose/Role of the Position(s) within the Department: Supervise Intramural Sports

Please indicate hours/shifts available: Sundays through Thursdays, day and night shifts

Duties and Responsibilities:

- Set up and take down intramural equipment
- Supervise intramural sporting events
- Record scores after games are complete
- Clean up fields/facilities after games

Qualifications for the Position:

- Basic knowledge of sports
 - Friendly and outgoing personality
 - Flexible and willing
 - Punctual and reliable
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