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

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