

INTRAMURAL STUDENT MANAGER

Department: Athletics

Reports To: The Intramural Student Manager reports to the Director of Fitness, Wellness and Intramurals.

Position Summary: The Intramural Student Manager is responsible for organizing, managing and promoting the intramural sports program. This position helps ensure that all students, faculty, and staff have the opportunity to participate in IM sports. In addition this position is responsible for maintaining a fun and competitive environment that promotes teamwork, sportsmanship, integrity, social growth, exercise, and recreation.

Essential Responsibilities:

1. Assist IM Director in the general management and development of IM sports program.
2. Organize and implement registration for all IM sports.
3. Organize and schedule intramural games and officials.
4. Assist in hiring, training and management of intramural sport supervisors and officials.
5. Work directly with student supervisors to make sure games run smoothly and IM forms/binders are prepared for all games.
6. Advertise and promote intramural sports.
7. Turn in IM employee time cards to Director and ensure correctness of hours reported.
8. Schedule and oversee captain's and official's meetings.
9. Act as main IM contact for sport supervisors and participants.
10. Communicate consistently and effectively with IM Director, sport supervisor and participants.
11. Maintain equipment and determine equipment needs.
12. Meet weekly with IM Director.
13. Other duties as assigned.

Salary: Position is for either the fall or spring semester. Salary will be a flat stipend rate

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.