

Student Recreation Center Positions

Office Assistant:

Office Assistants serve as the initial contact to all customers entering the SRC and/or seeking recreation information. Welcome Center employees are responsible for performing excellent customer service and overseeing the daily operations of the welcome center, while knowing and promoting all departmental policies, procedures, and programs. Other duties as assigned pertaining to the operation of the department of campus recreation.

Position Number: S00003656

Facility Supervisor:

Overall supervision and operation of the SRC. This includes overseeing and supervising all student employees, programming and activities. Excellent customer service and communication skills are required. The ability to manage stressful situations in a professional and courteous manner is necessary at all times. The ability to interact well with large groups and to make proper decisions related to security and safety is required. All Supervisors must be certified in First Aid/CPR Certified. Other duties as assigned by the department of campus recreation.

Position Number: S00003658

Fitness Supervisor:

Supervise all areas related to fitness. Supervisors are responsible for ensuring safety by monitoring participants and fitness areas, keeping equipment organized and clean, spotting patrons, offering equipment demonstrations, and answering questions. Knowledge of anatomy, physiology and proper lifting technique is required. In addition, the Fitness Center Supervisor should have a thorough working knowledge of all strength and cardio equipment. Supervisors are required to attending all scheduled staff meetings and in-service training sessions. Other duties as assigned pertaining to the operation of the fitness center and departments other fitness related programs.

Position Number: S00003657

Intramural Sports Positions

Intramural Office Staff:

Responsibilities include working in the Intramural Sports office, updating the Intramural bulletin board and web site on a daily basis, rescheduling Intramural contests, contacting participants about changes in schedules, and answering Intramural questions. Other duties may include securing racquetball reservations for customers, and providing clerical support when needed.

Position Number S00000788

Intramural Sports Official:

The Intramural Sports Program encourages and promotes sport officiating as a part-time or lifetime hobby by hiring and training more than 75 officials each year. For many officials, the Intramural Sports Program serves as a stepping-stone to high school officiating and beyond. We offer officiating opportunities in Basketball, Flag Football, Soccer, Softball, and Volleyball. Prior to the beginning of those seasons, officials are provided with paid training through a series of clinics conducted by the Intramural Sports staff. Previous experience as an official is desirable but not required; however, attendance at all training sessions is mandatory for employment. Intramural Sports officials are allowed to compete in Intramural Sports contests when not scheduled to work. Callouts are scheduled prior to training sessions to give interested students information about the training schedule, pay rate, and expectations.

Position Number S00000787

Intramural Supervisor:

Intramural Supervisors are responsible for the facilitation of all Intramural Sports activities. Job duties include game organization and management, field preparation and tear down, ensuring a safe and secure playing environment, responding to injuries and emergencies, and direct supervision of Intramural officials. Possessing a general knowledge of individual Intramural Sport rules, Intramural Sports policies, and excellent customer service skills are preferred qualifications. The Intramural Sports Program supports promotion within, so we encourage those who would like to become a supervisor to first serve as an Intramural Official.

Position Number S00000789