## **Intramural Office Supervisor**

Position Description:

This position oversees the administration of the intramural sports office and works between 15-20 hours per week. This position reports to the Assistant Director of Intramurals and Graduate Assistant. In the absence of the Assistant Director and Graduate Assistant of Intramurals, this position shall be responsible for the administration of the intramural sports program along with the Director of Campus Recreation.

Requirements:

* Successful clerical skills: organization, time management and communication skills.
* Ability to work well with others, as an individual and as part of a team.
* Must have worked as an Office Assistant for at least 2 years.
* Background in sports, recreation and/or related field preferred.
* Competency in word processing, excel spreadsheets and database entry.

Responsibilities:

* Follow all Campus Recreation policies.
* Update display boards.
* Filing, printing and completing paperwork (i.e. daily results, game schedules, scoresheets, and league, playoff schedules, flyers, and payroll).
* Answer phone.
* Update the participation database and team rosters.
* Update supervisors’ event notebooks and intramural master book.
* Clean office daily/weekly.
* Assist with the management of the intramural sports website and Facebook account.
* Organize and process all office supply orders.
* Assist with beginning and ending yearly inventory.
* Other duties as assigned.

Appearance:

A well-groomed appearance is mandatory. Appearance must be clean, neat and professional. A nametag will be provided. No T-Shirts are permitted.

#### Student Wage Rates:

# Position Class Step A Step B Step C Step D

Office Supervisor 4 $8.60 $8.85 $9.10 $9.35

Students become eligible for a step increase after two semesters of employment with the same department at the department’s discretion. A student’s performance evaluation will be the tool used in the determination of a step increase. Student’s hours must be entered into UltraTime the Monday after the pay period ends by 5pm.