Department: Student Recreation  
Supervisor: Karen Lee Yoder

**Job Title:** Student Assistant – Intramural/Rec

**Official**

**Hours to be Worked:** 6 – 12 per week

**Pay Level:** I  
**Hourly Pay Rate:** $15.00/hr

**Job Summary (purpose of nature of work):** To set-up/clean up, officiate and supervise intramural/recreational tournaments and events.

**Job Duties:**

- Must be able to work weeknights between 5:00 and 10:00pm and some weekends as needed.
- Learn all rules pertinent to the sport / event being officiated, keep score, and report standings to the Associate Athletic Director.
- Responsible for setting up contests, cleaning, and putting away all equipment after completion.
- Responsible for the safety of all persons participating in recreational play.
- Proficient with all safety equipment in PEAC and on Bodnar Field; this includes emergency phones, emergency contacts, and EAP procedures.
- Responsible for laundry related to designated events.

**Required (or Preferred) Skills, Knowledge, and Abilities:**

- It is expected that the intramural / recreation official will attend all in-service training sessions required by the Associate Athletic Director.
- Current Professional CPR certification through American Red Cross or recognized equivalent organization. (Preferred).

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