Position Descriptions:
Intramural Office Staff is responsible for the everyday logistical operations or the Intramural Program. This position will work with officials, supervisors and participants and is directly responsible for all of the Intramural equipment.

The Field Manager is the link between Intramural participants and other Intramural Staff. This position will be in direct contact with participants and is a customer service focused position. They work directly with the sport officials and help the Intramural Supervisors and the first responder to all situations that occur at their site.

Required Qualifications (Including certifications and trainings):
Must have officiating experience
Certified in Professional Rescuer CPR/AED
Willingness to engage and assist participants
Must be able to handle conflict
Friendly, ambitious and positive attitude

Duties and Responsibilities
Organize all score cards and game equipment for all Intramural contests
Pass out game equipment to sport officials and clock them in and out
Check in and out game equipment to participants
Verify participant’s eligibility
Keep the Intramural office clean and organized
Assist with preparing facilities for Intramural Sport
Assist with Intramural Sport’s and Open Rec injuries
Check student ID’s of all participants before games start
Act as first responder to all situations that occur on the field
Enforce Intramural policies and procedures
Other duties as assigned

Pay: 9.50/hour. Minimum 8 hours a week, maximum 40.

Position Dates: Fall/Spring Semester, Mon – Thu 5:00 PM – 12:00 AM, Sun 3:00 – 9:00 PM.

Professional Supervisor:
Joel Sanderson - 198 SpHC or call 218-726-7648 or e-mail jsander3@d.umn.edu. Turn in your application by 4:00 PM on April 26th, 2016.
Application for Employment as an Intramural Office Staff

This application should be completed and returned to 153 SpHC (Joel Sanderson)

Date:___________

Name___________________________________________________________

 Last       First         M.

E-mail address___________________________________________________

Current Address____________________________________________________

__________________________________________     Phone___________

Permanent Address_________________________________________________

__________________________________________     Phone___________

Student ID Number_____________     Date of Graduation_____

Birth Date_____________

Major____________________     Minor_______________________

Occupational Goals_______________________________________________

Have you ever worked as an employee of the Recreational Sports Outdoor Program at UMD?

Yes_____     No_____

If yes, list positions and dates of employment

List other employment experience

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Certifications:
List any current certifications or special skills you have that are applicable to this position (First Aid, CPR, WSI, etc.)

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Do you have Work Study eligibility?  Yes_____  No_____
If so how much?__________________________

List any additional information you feel may support you in performing this job.

______________________________________________________________________________
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Briefly describe your interest in the position and how you can contribute to the Recreational Sports Outdoor Program department.
______________________________________________________________________________
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