



## **Job Description: Intramural Sports Assistant (ISA)**

### **Purpose:**

All Intramural staff are responsible for providing an atmosphere of fun competition in a safe environment. Intramural Sports Assistants (ISA) must be able to implement Intramural Sports Program (ISP) policies, act as liaison between Intramurals and GCSC Staff, assist with administrative duties of the ISP, and maintain an appropriate level of control, fairness, safety, and a positive on-site attitude.

### **Duties and Responsibilities:**

- ✓ Enforce college and intramural program policies and procedures with all participants
- ✓ Serve as the liaison between intramural student staff and professional staff in the Student Activities Department
- ✓ Assist in maintaining and promoting the IMLeagues website and social media pages
- ✓ Assists w/ daily operations: preparing equipment and playing area, checking in participants, inputting event results, flyer distribution, creating tournament boards, photocopying material, running captain's meetings, and scoring games
- ✓ Assist with training new Officials on rules of various sports
- ✓ Encourage participation in Intramural events
- ✓ All Intramural Sports Official (ISO) responsibilities apply
- ✓ Other duties as assigned

### **Required Qualifications**

- ✓ Must commit to working 15-20 hours per week
- ✓ Working knowledge of the rules to all major sports, or ability to learn
- ✓ Mandatory attendance at all Officials Clinics
- ✓ CPR/First Aid Certified, or must obtain within first 30 days of hire
- ✓ Ability to lift up to 75 pounds and walk/jog/run on uneven playing surfaces

### **Preferred Work/Extra-Curricular Experience:**

- ✓ Previous officiating experience
- ✓ Good written and verbal communication skills
- ✓ Previous customer service experience