

**Student Practicum Job Description
Intramural Sports – Sport Clubs
Office Assistant****9 Hours/Week - 3 Credits/Semester****Position Summary**

Assists the Assistant Director and administrative secretary of Intramural Sports/Sport Clubs in daily operations of the office. Student will have frequent interaction with program participants and employees and assists in duties related to training, marketing and staff issues.

Responsibilities may include

- Sport programming - coordination, rules, schedules, equipment/field preparation, supervision, and evaluation
- Computer data entry and report generation - load teams, create leagues and schedules, print score sheets
- Publicity
- General office responsibilities in the Intramurals/Sport Clubs Office. First-hand look at behind-the-scenes operation.
- Other duties as assigned

Requirements related to specific interest

- Sport Management or Recreation majors
- Knowledge and experience with as many of the following intramural sports as possible:
 - Fall Semester: Softball, Corn Hole, Tennis, 4-Player Volleyball, Ultimate Frisbee, Flag Football, Badminton, Cross Country, Whiffleball, Team Handball, Innertube Water Polo, Racquetball, Swimming, Basketball, Dodgeball and Tennis Ball
 - Spring Semester: Basketball, Racquetball, 4-Player Flag Football, Innertube Water Polo, Curling, Wallyball, Broomball, Volleyball, Soccer, Softball, Corn Hole, and Tennis, and Golf
- Computer skills applicable to an office environment

Additional Information

- Applications available in the Intramural Office, 130 Perry Field House, and on the web:
 - For Fall Semester Practicum – beginning approximately March 1st
 - For Spring Semester Practicum – beginning approximately November 1st
- Interviews (approximately 30 minutes in length) will be conducted:
 - For Fall Semester Practicum – approximately the first week in April
 - For Spring Semester Practicum – approximately the third week in November

Supervision

- Supervised by the Assistant Director for Intramurals/Sport Clubs