Department:
Recreation Department - Intramurals

Supervisor(s):
Timothy Fung, MS

Requirements:
Applicant must be a current Graduate Student in any school at Duquesne. Seeking a student that is highly motivated, well organized and a self-starter who wishes to work in a dynamic and fast-moving department.

Please note the College Work Study is NOT required.

Hours:
Sunday – Saturday (20 hours per week)

Description:
1. Assist the Coordinator in the organization and administration of the Intramural Sports Program.
2. 20 on-duty hours per week including at least two-four nights of field/court supervision of events at the Recreation Department Facilities and weekend activities as assigned. This includes opening, supervising, and closing the Power Center throughout the week including weekends.
3. Oversight of all student aides (both Intramural and Power Center attendants) while on duty
4. Must be available to work early mornings, late nights, holidays and weekends.
5. Scheduling team sports, individual/dual activities, and special events. As a GA you will be assigned specific team sports, individual/dual activities, and/or special events that you will be held accountable and responsible for each semester.
6. Responsible for marketing of the overall program (i.e. flyers, brochures, handouts, marketing tables) to the campus community as well as recruiting student staff (officials, supervisors, etc.)
7. Responsible for creating and updating all social media accounts.
8. Accurately record participant incidents and discuss all issues with Coordinator of Intramurals.
9. Record keeping: team standings, team power rankings, sportsmanship points, sport summaries/fact folders, payroll reports, etc.
10. Assist the Coordinator of Intramural Sports with program planning and evaluation, revision of rules, staff development, and revision of all policies and procedures.
12. Develop and conduct training clinics (under direction of the Coordinator) for assigned sports.
14. Supervise and schedule student staff (supervisor, sport officials, etc.).
15. Assist coordinator with student staff work schedule, performance, call-offs, and development within the program.
17. Facility management responsibilities as assigned. Should be available to close and open the facility and supervise Intramural Sports as assigned by the Director.
18. Coordinate equipment needs and inventory for assigned sports/activities.
19. Assist with Recreation Department projects.
20. Prepared a report on intramural sports/activities at the bi-weekly meeting with intramural coordinator.
21. Other duties as assigned by the Coordinator of Intramurals and/or the Director.
22. Work during special events held within the Recreation.

Qualifications:

1. A bachelor’s degree in Recreation, Kinesiology, Health Promotion or related field. 2. Experience or general knowledge in intramural sport management, supervising employees, training employees/officials, or related area of recreation. 3. Strong planning and organizational skills. 4. Strong communication skills. 5. Experience in research and data collection and reporting. 6. Current Full-Time Graduate student at Duquesne University.

Interested applicants should submit a cover letter, contact information for at least three references, and resume to the Recreation Department 314 of the Power Center or email documents to Timothy Fung Coordinator of Intramurals/Club Sports at fungt@duq.edu by Wednesday, April 7, 2021.