

CAMPUS REC

Intramural Sports & Special Events Office Administration Student Coordinator

15-20 Hours/Week • \$16.72/Hour

Start Date: September 2024; Training starts April 2024

Training will start in Spring 2024 through shadow shifts with current Intramural Sport Student Coordinators to prepare employees to work on their own in Fall 2024.

General Duties and Responsibilities

- Assist in the administration of comprehensive league sports programming that includes game scheduling, score updating, bracketing, and league evaluation.
- Assist in the recruitment, hiring, training, scheduling, and evaluation of Intramural Sport Supervisors and Officials
- Attend weekly 1:1 meetings with the IM and Special Events Coordinator
- Attend weekly meetings with the IM leadership staff: IM and Special Events Coordinator, Student Coordinator, and Supervisors
- Support all program promotion for the Intramurals (IM) program
- Assist in maintaining all social media outlets (i.e. Facebook, Instagram, monthly newsletter, etc.)
- Take photos/video of IM activities
- Work tabling sessions for upcoming intramural sports, special events, and promotional sponsorships
- Provide quality customer service to Intramural participants and all Campus Rec members via in-person, phone communication, or email (im@pdx.ed)
- Other duties assigned by the IM and Special Events Coordinator

Office Administration Duties and Responsibilities

- Manage the Intramural email account by responding to general inquiries and notifying the appropriate student coordinator or sport-specific questions
- Manage data entry of IM PLAY Pass payments into IMLeagues
- Manage the Equipment Checkout process
- Manage IM Work Shift and Intramurals and Special Events calendars
- Assist with onboarding of new employees
- Take notes at staff meetings
- Assist with participant and staff surveys

Expectations

- To maintain any valid certifications that is required of your position.
- Proactively manage Intramural student employees
- Report all pertinent information to the Intramural Sports Coordinator
- Follow protocol as it relates to reporting fights, injuries, and any situation that

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warrants the calling of Campus Public Safety

- Use critical thinking to make decisions and act accordingly regarding Intramural policy
- Serve as a positive and responsible ambassador for all of Campus Recreation
- Attend all weekly meetings
- Maintain valid required certifications

Typical Working Hours

- Approximately 15-20 hours each week
- Required office hours 3-5 days a week - Monday through Friday during business hours (10AM-5PM)
- This position will work a non-traditional schedule. Hours include some evenings and weekends depending on the Intramural schedule. Typical intramural shifts will take place Sundays 2PM-11PM and Mondays-Thursdays 5PM-11PM.

Working Conditions

- Location of work: Intramural Sports Office, Stott Community Field, Viking Pavilion, Academic & Student Recreation Center, and other locations where Intramural activities take place. Occasionally required to work in inclement weather conditions (rain, wind, cold temps, etc.)
- Must be able to lift 50lbs
- Staff shirt and name tag will be provided and must worn during scheduled shifts

Minimum Qualifications

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

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Preferred Qualifications

- Experience in officiating, event/tournament management, or bracketing
- Experience working with a diverse population
- Strong interpersonal and communication skills
- Positive customer service
- Experience in working in an office setting with a strong attention to detail

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, cover letter**, and **responses to supplemental questions below** as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu and Intramurals email at im@pdx.edu with the subject line stating "IM Office Administration Student Coordinator, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

Supplemental Questions

1. Which duties from the position description are most exciting to you?
2. What is your personal experience with officiating, event/tournament management, or bracketing?
3. What is your personal experience working in an office setting, providing customer service via email, and maintaining spreadsheets?
4. What are your career goals and how will this position help you achieve them?

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Priority Deadline for Submission: Sunday, March 17th, by 11:59PM; Applications received after the priority deadline will be reviewed if the position has not been filled.