

CAMPUS REC

Intramural Sports & Special Events

Office Administration Student Coordinator

10-20 Hours/Week • \$17.64/Hour

1 Position Available – Start Date: May 1, 2026

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Intramural Sports Student Coordinators are responsible for coordinating leagues and tournaments for Rec Center members including scheduling games and managing staff. The Office Administration Student Coordinator is also be responsible for maintaining the Intramural email account, IM PLAY Pass database, equipment rentals, calendars, and staff communication to ensure the programs runs efficiently.

Supervisor for this Position: Easton Henrikson, Intramural Sports & Special Events Coordinator, easton4@pdx.edu

General Student Coordinator Duties & Responsibilities

- Assist in the administration of comprehensive league, tournament, and special event programming that includes promotion, game scheduling, score updating, bracketing, and event evaluation.
- Assist in the recruitment, hiring, training, scheduling, and evaluation of Intramural (IM) 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
- Attend Campus Rec Leadership Series meetings
- Support all Intramural program promotion
- 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)

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- Other duties assigned by the IM and Special Events Coordinator

Office Administration Student Coordinator Duties & Responsibilities

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

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- 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 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

Working Conditions

- Typical Working Hours: 1-3 hours of office hours each day Monday-Thursday and evening hours during the first few weeks of the term and during playoffs.
- Location of Work: Academic & Student Recreation Center, Stott Community Field, Viking Pavilion, and other locations where Intramural activities take place.
- Type of Work: office administrative work, staff/referee training, supervising leagues and tournaments
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)

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- 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. These certifications can be provided at no cost to you through Campus Rec.
- Positive attitude
- Ability to respond to emergency situations
- Coachable and willing to implement feedback to improve officiating
- Strong communication skills
- **Available in the evenings on league night each academic term - Monday through Thursday**
- **Attend mandatory trainings before each season**
- **Must successfully complete a background check**

Preferred Qualifications

- Strong knowledge of the sport rules
- Officiating experience

Application Instructions

1. Complete our Campus Rec [Job 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 **supplemental questions below as PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu and Intramurals email at im@pdx.edu with the subject line stating "Position Name, 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 sports either playing, 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.

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Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance.

Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

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, April 12th, by 11:59PM; Applications received after the priority deadline will be reviewed if the position has not been filled.