

Campus Recreation

Intramural Student Program Manager

Position Description

Campus Life Classification: Level 4



QUALIFICATIONS

- Preferred 2 years experience with Intramurals
- Demonstrated experience in the management of Intramurals
- Demonstrated supervisory experience and knowledge of officiating techniques
- Strong organizational, interpersonal skills, and the ability to work autonomously
- Excellent customer service skills
- Ability to facilitate and lead required trainings
- Currently enrolled student at UW-Superior in academic good standing
- Maintain current CPR/AED-Adult & First Aid certifications
- Obtain Bloodborne Pathogen Training to Level: 2A

RESPONSIBILITIES

- Coordinate and manage a comprehensive intramural program
- Hire, train, develop, and evaluate intramural officials and sport supervisors
- Provide supervision of intramural leagues and campus recreation special events
- Provide disciplinary action to intramural supervisors, officials, and/or participants as necessary
- Coordinate the marketing of intramurals
- Assist professional staff in developing policies and budget
- Assist in distribution, collection, inventory, ordering and maintaining of equipment
- Oversee and/or coordinate sport leagues, tournaments, and special events
- Collaborate with other University Departments to further the impact of Campus Recreation
- Other duties as assigned

TIME COMMITMENT & TRAINING

- 28-40/hours per week
- Must be available to work nights and weekends

COMPENSATION

- Commensurate with experience and track record
- On-campus housing is provided (optional)

REPORTS TO

- Acting Director of Campus Recreation
- Can take direction from any Campus Recreation Professional Staff

QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of this position, please contact Harry Anderson at (715) 395-4652 and/or handerso@uwsuper.edu