

DEPARTMENT OF CAMPUS RECREATION
Intern-Special Events & Facilities
Position Description

QUALIFICATIONS

- Preferred 2 years experience with Campus Recreation Department
 - Strong organization and intrapersonal skills, ability to work autonomously
 - Demonstrated excellent customer service skills
 - Demonstrated supervisor experience and knowledge of facility operations
 - Ability to coordinate and work with diverse populations or staff and customers.
 - Currently enrolled and in good academic standing with UWS
 - Current CPR/AED/1st Aid Adult certified and BBP Level 2A certification
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RESPONSIBILITIES

- Coordinate student staffing, Facility needs, special layouts, and other needs as necessary for reserved groups and customers.
 - Serve as primary site manager at designated Special Events at Marcovich Wellness Center, Wessman Arena, UWS Fields, or off campus site
 - Assist with event management duties including spectator promotions and facility supervision as needed
 - Assist with the marketing of Campus Recreation department including promotion tables and activity fairs as well as display windows and other visual promotions
 - Collaborate with Residence Life, Student Health and Counseling, and other Campus departments to provide programming and event management for students, staff, and community.
 - Actively participate in or chair various campus committees relevant to the position
 - Assist professional staff with development and support of annual budget
 - Serve on the Campus Recreation Facility Council and Chair the Campus Recreation Advisory Council
 - Work as a MWC Desk Supervisor for minimum 5 hours/week
 - All other duties as assigned by supervisor
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TIME COMMITMENT

- Full Time Internship (28-40 hours/week)
 - Must be flexible to work evenings and weekends
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COMPENSATION

- Commensurate with experience and track record with Campus Recreation Department
 - On Campus Housing available (optional)
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REPORTS TO

- Assistant Director of Campus Recreation – Programs
 - Can take direction from any Campus Recreation Professional Staff Member
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QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of the Campus Recreation Intern for Facilities and Special Events, please contact Krisi Patterson @ 715-395-4611 or kpatter1@uwsuper.edu