OVERVIEW:
The Graduate Student of Intramural Sports assists the Coordinator of Intramural and Club Sports with the organization and administration of the Intramural Sports program. This includes the coordination and supervision of Intramural Sports staff, team captains, and participants. Additional responsibilities include: conducting staff trainings and meetings; hiring; scheduling staff and games; advertising and marketing; developing activities; assisting in the management of disciplinary action; and planning and executing special event activities. Position requires weekend and evening hours. Graduate Student of Intramural Sports reports directly to Campus Recreation Coordinator of Intramural and Club Sports.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
Program Administration
1. Oversee day-to-day operations of the Intramural Sports program including sport leagues and special events
2. Serve as a liaison between the Intramural Sports area and the Department of Campus Recreation
3. Schedule Intramural Sports events and activities executed within the Student Recreation Center, DioGuardi Field, and other on-campus facilities including the Student Center
4. Maintain frequent communication with Intramural Sports captains and participants
5. Remain up to date on all Intramural Sports and Departmental policies and procedures
6. Maintain student employee files

Programming
1. Assist in the development of annual Intramural Sports programming calendars including sport leagues and special events
2. Develop and maintain schedules of Intramural Sports league games and special events
3. Develop and maintain facility usage schedules for Intramural Sports usage within the Student Recreation Center and DioGuardi Field
4. Collaborate with the Coordinator of Intramural Sports and campus partners to plan special events and activities; frequent collaborators include Weekends at Montclair (WAM!) and Commuter Life within the Center for Student Involvement

Student Development
1. Train, schedule, and evaluate Intramural Sports Area Supervisors, Directors, and Officials
2. Develop and execute sport-specific trainings and clinics
3. Facilitate bi-weekly staff meetings and in-services
4. Create employee staff schedules utilizing WhenToWork platform in accordance with scheduled events and activities
5. Create digital/video training options for student leaders by utilizing Zoom platform to guide training of sport officials

Budgeting and Purchasing
1. Assist in the development of annual budgets for both operating and staffing expenses
2. Recommend purchases for Intramural Sports-related items and equipment
3. Track spending of Intramural Sports related expenditures

Marketing
1. Maintain close communication with Campus Recreation marketing area to coordinate marketing efforts for Intramural Sports
2. Provide guidance to the development of digital and print media by the marketing area
3. Develop and execute a social media outline to engage with Montclair State University students.
4. Maintain communication with potential and current Intramural Sports participants to increase engagement.
5. Develop and implement on-campus marketing schedules for Intramural Sports staff in accordance with registration deadlines.

**PREFERRED QUALIFICATIONS:**

- Ability to learn and use with proficiency the suite of Microsoft applications, including WORD, EXCEL, ACCESS and PowerPoint, plus e-mail and other database software, Student Information System and Recreation Center specific software, Class.
- Knowledge or ability to learn IMLeagues.
- Knowledge or ability to learn Zoom online official’s training platform.
- Thorough knowledge of the intramural sports handbook.
- A desire to promote intramural and club sports on Montclair State University.
- Good interpersonal skills and the ability to relate with peers.
- A positive attitude.

**REQUIRED QUALIFICATIONS:**

- Current Montclair State University Graduate student as of Fall 2020 Semester.
- CPR/First Aid certified or ability to obtain.
- Must maintain good academic standing with the University.

**APPLICATION PROCESS:**

Interested applicants will submit a resume to the Coordinator of Intramural and Club Sports at bianchik@montclair.edu by 4:30 on Friday, May 1.

**APPROVALS:**

___________________________________  Date
Department Manager

___________________________________  Date
Division Vice President

___________________________________  Date
Vice President for Human Resources