



## Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

# Student Employee Job Description

**Position:** Intramural Sports Assistant

**Principle Function:** The Intramural Sports Assistant helps with maintaining roster forms, collecting participant IDs, issuing pennies and scorekeeping for all intramural sports games.

### Job Duties and Responsibilities:

- Enforce all facility and intramural policies, rules, and regulations.
- Minimize and eliminate hazardous situations.
- Assist with all gameday operations.
- Inspect and assist with equipment set-up prior to all intramural sports events.
- Develop a working knowledge of all the equipment and services provided by Campus Recreation.
- Be vocal with participants regarding good sportsmanship.
- Complete accident and incident reports immediately following injuries or incidents.
- Complete assigned documentation.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

### Qualifications:

- Must be a current SUNY Oswego student at time of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Must be attentive, confident, and dependable.
- Must possess strong interpersonal and customer service skills.
- Must be respectable, responsible, and dependable.
- Demonstrated ability to work in an environment that requires multitasking.

### Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage.
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- Evening and weekend hours are required.
- Employees will primarily work at Lee Hall, Swetman Gym, Ice Arena and/or the outdoor recreation fields.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).