Center for Recreation and Intramurals
Graduate Assistant -- Intramurals

General Responsibilities
RIT’s intramural program offers fourteen sports serving approximately 2,500 participants each year. The Graduate Assistant for Intramurals will assist with the supervision and management of the RIT intramural program. Responsibilities include promoting and marketing the program to the campus community, assisting with the training and evaluation of supervisors and game officials, assisting with day to day operations in the intramural office, and overseeing evening and weekend intramural games.

Major Responsibilities
1. Assist with the setup and coordination of intramural league registration and scheduling via the IMLeagues website;
2. Attend intramural games during evenings and weekends, which includes but is not limited to:
   a. Assist with supervision and evaluation of student managers, shift supervisors, and officials;
   b. Assist shift supervisors with eligibility control through ID checks at all contests;
   c. Assist managers and shift supervisors with verification of team rosters;
   d. Assist with tracking and projecting equipment and supply needs.
3. Assist with the hiring, training, and evaluation of intramural officials and supervisors;
4. Assist with the marketing of the intramural program through print materials and social media platforms;
5. Assist with the scheduling of managers, supervisors, and officials for all intramural contests;
6. Assist organizing weekend tournaments;
7. Assist with the exploration, development, and implementation of new and innovative programs;
8. Attend bi-weekly manager meetings.

Required skills: Knowledge of intramural sports administration, strong background and experience in recreational sports, proficient computer skills, strong written and verbal communication skills, valid certification in basic first aid and CPR. Bachelor’s degree in Physical Education, Sports Sciences, Recreation Studies, or related field preferred. Must be available to work in the evenings and on weekends.

Reports to: Brennan Coon, Assistant Director Intramurals/Club Sports Coordinator
If you have any questions regarding this position, please contact sagrad@rit.edu.

Compensation and Terms
- Position is 20 hours per week unless otherwise noted.
- Hourly wage is $12.75.
- Schedule of weekly hours may vary and will be determined with the Assistant Director for Intramurals.
- Mandatory week of training prior to the start of the academic year. Training will begin August 15th.