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 the promotion and marketing of the program to the campus community, the hiring, training and evaluation of managers, supervisors and game officials, and oversight of daily intramural games.

Major Responsibilities
1. Assist with the setup and coordination of intramural league registration and scheduling via the IMLeagues website
2. Input daily game scores
3. Attend intramural games during evenings and weekends, which includes but is not limited to:
   a. Supervise and evaluate 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.
4. Assist with the hiring, training, and evaluation of intramural officials and supervisors
5. Assist with the marketing of the intramural program through print materials and social media platforms
6. Assist with the scheduling of managers, supervisors and officials for all intramural contests
7. Assist with the exploration, development, and implementation of new and innovative programs
8. Attend weekly Intramural manager meetings

Knowledge of: intramural sports administration, strong background and experience in recreational sports, proficient computer skills, strong written and communication skills, basic first aid and CPR, Bachelor’s degree in Physical Education, Sports Sciences, Recreation Studies, or related field preferred,

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 includes 20 hours per week unless otherwise noted.
• Hourly wages of 12.75.
• Hours will be determined in conjunction with the Assistant Director for Intramurals.
• Nine month position from August/September 2015- May 2016.
• Mandatory week of training prior to the start of the academic year. Training will begin August 10th
• Note: Those students from schools other than RIT are only eligible for graduate assistantships for one academic year.