### Position Description

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<th>Incumbent:</th>
<th>Hire Date:</th>
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<tr>
<th>Classification: Pre-Professional Graduate Assistant; 50%, 9 months.</th>
<th>Position#:</th>
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<tr>
<th>Organizational Relationships:</th>
<th>Department:</th>
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<tr>
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<td>Campus Recreation</td>
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<tr>
<th>Crew/Home Org:</th>
<th>Exempt Status:</th>
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<tr>
<th>Spending Authority greater than $5,000:</th>
<th>Supervisory:</th>
<th>Supervise more than 20:</th>
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<tr>
<th>C-FOAPAL:</th>
<th>Date of PD: January, 2016</th>
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### Job Summary:
Assist in the development of student staff and sport officials. To oversee the daily operations of the Intramural Sports Program including but not limited to scheduling, officiating, supervising, training and risk management.

### Duties & Responsibilities: 90%
- Help develop, update, know and implement Intramural Sport policies and manuals.
- Recruit, hire and train sport officials.
- Develop and maintain a Student Sports Officials Association.
- Hire, train, evaluate and promote student staff.
- Assist with the development and implementation of Intramural sports and staff schedules.
- Maintain a balanced office hour schedule and intramural evaluation schedule that may take place after regular office hours.
- Attend all Intramural Sport staff meetings.

### Additional Responsibilities: 10%

#### A. Supervisory Controls 5%
- Reports to the Assistant Director of Intramurals and indirectly to the Assistant Director of Student Development.
- Assists in the supervision of approximately 100 Intramural staff.

#### B. Guidelines 5%
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
- Assist with other Campus Recreation programs as needed.
- State and Regional Conference travel opportunities.
- Expected involvement and leadership in Student Advisory committee
- Opportunities to participate in departmental committees.
- Opportunities to work in different areas of Campus Recreation to broaden recreational learning and experience.
Maintain current certifications in CPR/AED/First Aid and Blood Borne Pathogen Training.

PERSONAL RELATIONSHIPS:
A. Personal Contacts
   • Professional Staff: Daily interaction with professional staff within Campus Recreation, the Division of Student Affairs and various other members of the University of Illinois.
   • Student Staff: Supervisory responsibilities for Intramural Staff; interactions with members of the entire Campus Recreation student staff.
   • Patrons: Daily interactions with Campus Recreation, University and community members.

MINIMUM WORK REQUIREMENTS:
• Position requires flexible work schedule, including evenings and weekends as necessary.

REQUIRED EDUCATION AND EXPERIENCE:
1. Bachelor’s Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
2. Sports Officiating experience and knowledge of various sports rules.
3. Preferred experience with official’s training.
4. Acceptance into graduate school at the University of Illinois.
   a. Minimum Qualifications for Acceptance
   b. GRE: Required, but no minimum. However, the program is competitive so the scores are important.
   c. GPA of 3.0 or higher
   d. Three professional letters of references with two being from faculty.

APPLICATION INSTRUCTIONS:
1. Email a resume, cover letter and contact information for three professional references to Jami Houston, Assistant Director of HR & Student Development, Campus Recreation, University of Illinois at jlh@illinois.edu by March 4, 2016.
2. Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate admission.

Incumbent ______________________________ Date ______________________________
Reviewed by ______________________________ Date ______________________________