

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Special Events Supervisor

Job Description: Special Events Supervisors assist with the creation and distribution of promotional tools, as well as organize and implement a variety of special events, including races, tournaments, and alcohol alternatives.

Specific Duties:

1. Assist with the creation of promotional tools including: flyers, posters, table tents, brochures and web page.
2. Assist with the coordination of a variety of Rec Sports promotional campaigns.
3. Photograph program activities.
4. Serve as a public relations representative for the Rec Sports Program by organizing information tables, meeting with campus organizations and speaking to Residence Hall residents.
5. Write public service announcements and news releases for campus and community publications.
6. Lead, organize, supervise and evaluate special event planning committees.
7. Assist with the planning and implementation of special events.
8. Reserve and prepare facilities and equipment for events.
9. Coordinate registration process for events.
10. Supervise participants, volunteers, and staff as deemed necessary for each event.
11. Communicate and consistently enforce university and departmental policies and procedures with all users and co-workers.
12. Maintain accurate records regarding events through post event reports and evaluation binders.
13. Serve as a customer service representative (see specific job description).
14. Conduct marketing surveys.
15. Maintain current certifications in first aid, CPR, and AED.
16. Work scheduled shift or complete employee schedule change process if unable to work.
17. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
18. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
19. Serve as a positive representative while participating in university and departmental activities.
20. Participate as desired in departmental committees that include Student Advisory Committee and S.M.I.L.E. Program (employee incentive program).
21. Participate in self, peer, supervisory, and participant evaluation process and attend weekly staff meetings.
22. Complete other duties as assigned.

Time Commitment and Pay: This position requires a commitment of 15-20 hours a week, dependent upon special events. Working some evenings and weekends are required. Hours are flexible to meet class schedule. Starting pay range: \$7.25-8.00/hour (dependent upon meetings, office hours, and events).

Requirements: Ideal candidates should have good communication skills, be team oriented and have experience or a strong interest and willingness to learn about: planning campus events; photography; graphic design; public relations; volunteer/staff supervision; web site development; and computer programs such as Access and Excel.

Learning Laboratory: The Recreational Sports Department is a learning laboratory where one has an opportunity to compliment their academic pursuits with quality hands-on work experience and on-the-job training.

Technology: Computer programs that are used on a regular basis include: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Quark, Corel Draw, Microsoft Access, Microsoft Word, Microsoft Front Page.

Who Should Apply: Students from all majors are encouraged to apply. This position provides numerous opportunities to gain skills that are beneficial in a variety of professions.

More information:

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