



Graduate Assistant Intramural Sports Job Description

Program Description: The goal of the Intramural Sports Program is to provide each individual with the opportunity to participate in his/her favorite type of competition, and to explore and enjoy new or untried sport activities. The Intramural Sports Program includes individual, dual, and team competitions in a variety of events, and in men's, women's, and co-rec divisions.

Responsibilities: Responsible for working with Intramural Sports Coordinator and Intramural Supervisors to plan, organize, and administer all aspects of intramural leagues for assigned activities. Graduate assistant will need general understanding of sport rules, official's mechanics, intramural policies and procedures, as well as working knowledge of Microsoft Office applications.

Duties include:

1. Assist in the planning of weekly staff meetings with administrative and undergraduate intramural supervisors.
2. Organize and implement all administrative aspects of intramural leagues for assigned activities.
 - a. prepare and compile league registration materials
 - b. ensure league schedules are completed and prepared for entire season
 - c. update rules sheets and oversee all paperwork pertinent to season, including score sheets and electronic forms
 - d. assist with equipment inventory and monitor equipment usage
3. Develop and maintain league information including:
 - a. registration information, schedules, results, and roster updates on IMLeagues
 - b. playoff information and brackets on IMLeagues
 - c. update information for supervisors on iPads
4. Work with intramural supervisors and coordinator to recruit, hire, train, schedule, and evaluate officials and scorers.
 - a. plan, organize, and conduct officials/scorers clinic, incorporating intramural supervisor staff and clinicians
 - b. schedule officials/scorers for league play and playoffs games
 - c. work with intramural supervisors to conduct evaluations
 - d. assist with nomination process for officials/scorers of the week
 - e. aid in the development of the Student Officials Association
5. Work with intramural supervisors to oversee play and conduct league.
 - a. evaluate conduct of players, officials, scorers
 - b. interpret rules and verify eligibility when necessary
6. Create and update post-season playoff brackets according to team conflicts and facility schedule.
7. Complete final activity reports.
 - a. summarize information on daily league reports completed by intramural supervisor
 - b. provide league comments/evaluation
8. Assist with assigned administrative duty to include coordination of payroll paperwork and hiring of officials and scorers.
9. Participate in Recreational Sports staff training and development activities.
10. Maintain current certifications in first aid, CPR, and AED.
11. Other duties as assigned.

Stipend: \$10,300 and full benefits included. This position does not grant a tuition waiver.

Apply online: <https://employment.uwlax.edu/> Click on Graduate Assistant (GA)

For more Information: Contact Mo McAlpine at 608-785-8698 or mmcalpine@uwlax.edu