Program Area: Sport Programs
Position: Associate

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
- Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports
- Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff
- Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed
- Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission
- Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff
- Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: The Sport Program Associate reports to the Assistant Director and Coordinators of Sport Programs, Office Specialist, Graduate Assistants, and Senior Sport Program Associates. The position is responsible for the oversight and management of a variety of Intramural Sports leagues and events including the supervision and evaluation of participants, officiating staff, and activities while creating a safe and inclusive environment. Sport Program Associates will provide quality customer service to participants and staff by having knowledge of program policies, procedures, and information about Sport Clubs and Intramural Sports. Sport Associates will provide administrative support to the Sport Programs Office. This position supports the Sport Programs Mission Statement “to engage the university community in diverse sport and program opportunities that enrich the student learning experience through involvement, leadership and physical activity”.

Position Details, Duties and Responsibilities
Location Tasks:
- Demonstrate comprehensive knowledge of Intramural Sports policies and procedures
- Supervise and perform evaluations of officials
- Management of participants and teams:
  - Ensure completion of team rosters and waivers
  - Facilitate directions and court/field assignments to officials, teams, and individuals
  - Monitor and maintain crowd control
- Management of all aspects of intramural activities including emergency response and problem solving activity issues
- Coordinate facility preparation and clean up
- Complete all necessary paperwork during and after each shift
- Respond to and deal with conflict management situations
- Communicate injuries, suggestions, and problems regarding activities to appropriate individuals
- Other duties as assigned

Office Tasks:
- Provide information to program participants including policies, procedures, paperwork, registration, and activities
- Keep an organized workplace and resource area
- Perform photocopying, distribution of copies, filing, printing of forms, and miscellaneous administrative tasks to support area
- Respond to phone calls and e-mails, answer questions and direct inquiries appropriately
- Other duties as assigned

Intramural Sports Specific:
- Communicate with Intramural Sports participants concerning forfeits, rescheduled games, playoffs, and other Intramural activities
- Data entry and updating of intramural league and event participants in RecTrac including forfeit log and reschedule times
- Filing of intramural paperwork, records, and scoresheets
- Keep records of Intramural Sports games
- Create score sheets for Intramural Sports games
- Prepare Supervisor backpacks to be taken to Intramural Sports games
- Organize and maintain Intramural Sports supplies

Disability Accommodations: 541-737-7235
Recreational Sports | recsports.oregonstate.edu
Sport Clubs Specific:
- Communicate with Sport Club participants concerning home events, travel itineraries, equipment rentals, and other Sport Club activities
- Data entry and updating of Sport Club databases (Membership, Driver Authorization, and Certifications), spreadsheets, and documents
- Process and manage Sport Club paperwork (waiver and liability, term activities, travel itineraries, club binders)

Minimum Requirements
- Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
- Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
- First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications is required before employment begins

Preferred Work and Extracurricular Experience
- Demonstrate basic knowledge of Sport Programs offerings with ability to officiate or have officiating experience
- Awareness of safety concerns and risk management
- Ability to provide consistent and positive customer service
- Demonstrate conflict management and problem solving skills
- Awareness of and appreciation for individual uniqueness and diversity
- Attentive to details with the ability to multi-task
- Excellent oral and written communication skills
- Experience with Microsoft Outlook, Word, Excel, Access, Powerpoint, and Publisher
- Commitment to student development and leadership
- Ability to operate independently and collaboratively within DRS and Sport Programs standards of conduct and professional expectations and to hold others accountable

Period of Employment: One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by the Coordinator beginning in September). 12-20 hours per week. Hours will vary between mornings 9:00am-6:00pm, evenings 3:30pm-Midnight and weekends 9:00am-Midnight.

Compensation: Student employees are paid a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.