**Department of Recreational Sports  
Intramural Sports Official**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

Definition and Purpose:

The Intramural Sports Official reports to the Sport Programs Graduate Assistants and is responsible for officiating a variety of Intramural Sports leagues and events. They are responsible for having adequate sport knowledge and enforcing the rules of the game. Officials are accountable for being informative about standard operating policies and procedures.

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors, and administrative staff.
* Maintain required certifications.
* Attend orientation sessions, staff meetings, and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.

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.

Sports Officials:

* Fall Term - Flag Football, Volleyball, Wheelchair Basketball
* Winter Term - Basketball, Water Polo, Stadium Football, Soccer
* Spring Term - Softball, Soccer

Position Duties and Responsibilities:

* Demonstrate comprehensive knowledge of sport rules and Intramural Sports policies and procedures.
* Enforce and implement sport rules.
* Respond to and deal with conflict management situations.
* Manage participants and teams with assistance of Sport Program Associate.
* Ensure completion of team rosters and waivers.
* Monitor and maintain crowd control.
* Facilitate directions and court/field assignments to officials, teams, and individuals.
* Communicate with Intramural Sports participants concerning rules, policies and procedures, and general program information.
* Complete all necessary paperwork during and after each shift.
* Assist in the preparation and clean-up of facilities.
* Communicate injuries, suggestions, and problems regarding activities to appropriate individuals.
* Other duties as assigned.

Preferred Work and Extracurricular Experience:

* Demonstrate basic knowledge of Sport Programs offerings with ability to officiate or have officiating experience.
* Basic knowledge of sport offerings.
* Ability to provide positive and consistent customer service.
* Demonstrable conflict management and problem solving skills.
* Awareness of safety concerns and risk management.
* Awareness of and appreciation for individual uniqueness and diversity.
* Excellent oral and written communication skills.
* 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.

Education:

Must be a currently enrolled system/non-system student.

Period of Employment:

One academic term (reappointment for successive terms are based on employee performance, ability to meet employment requirements, evaluations, and performance at the successive term’s assessment clinic). 12-20 hours per week. Hours will vary between evenings 3:30pm-Midnight and weekends 9:00am-Midnight.

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