Job Description – Intramural Sports Programming & Promotions Internship
Round Rock

JOB SUMMARY
Assist in the promotions, outreach, programming and supervision efforts for the Intramural Sports program. The intern will assist with the operations & promotion of leagues, tournaments, and special events. The Intramural Sports Programming & Promotions Intern will report to the Associate Director of Campus Recreation.

QUALIFICATIONS
• Be professional and courteous at all times
• Proficient with computers, greeting customers, and working in a fast-paced environment
• Capable of maintaining positive working relationships with staff and customers
• Possess a friendly attitude and demeanor
• Understanding of sports concepts

The following is a list of the responsibilities for the Wellness Center that the fieldwork student/intern will assist in:

SPECIFIC DUTIES & RESPONSIBILITIES
• Promote Intramural Sports leagues, tournaments, and special events
• Updating and developing Intramural Sports website content
• Schedule (and reschedule) leagues and tournaments
• Manage field setup for the Intramural program
• Oversee of the Student Wellness Center through scheduled hours of operation
• Create the facilitation of customer satisfactions surveys
• Facilitate programs that focus on the promotion of health and well-being.
• Develop partnerships/campus collaborations with other departments within the university community
• Assist with special events hosted by Campus Recreation and/or collaborations with university departments and Intramural Sports
• Perform other reasonably related duties assigned to you by the Associate Director

INTERNSHIP COMPETENCIES AND EXPERIENCE GAINED
• Multiple team projects that involve research, analysis, problem solving, presentations, as well as receiving and implementing constructive feedback
• Five aspects of program design including: safety, budgeting, personnel, scheduling and assessments
• Individual mentoring from Campus Recreation recreational professionals

PAY SCALE & HOURS
Unpaid Internship: 350+ - hour internship program
• Available to work evenings and weekends
• Work less than 39 hours per week (not to exceed 40 hours in anyone-week period)
• Hold office hours, participate in project meetings, and complete other duties as assigned