



## **Job Description – Intramural Sports Programming & Promotions Internship**

### **JOB SUMMARY**

The Intramural Sports Programming and Promotions Intern plays an important role in the promotions and outreach efforts for the Intramural Sports program. Students will assist the Intramural Sports staff with the operations & promotion of leagues, tournaments, and special events. The Intramural Sports Programming & Promotions Intern will report to the Assistant Director and Graduate Assistants for Intramural Sports.

### **PERFORMANCE EXPECTATIONS**

- 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

### **SPECIFIC DUTIES & RESPONSIBILITIES**

- Promote Intramural Sports leagues, tournaments, and special events at approved campus locations and within department facilities to increase participations and sales
- Assist with developing and enhancing Intramural Sports website content
- Utilize the Intramural Sports social media platforms to promote programs and events
- Assist with the facilitation of customer satisfactions surveys
- Assist with facilitation of 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

### **PAY SCALE & HOURS**

Unpaid Internship: 200+ - hour internship program