



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