

University of Dubuque  
Student Employment Opportunities

**Athletics**

|                       |   |
|-----------------------|---|
| JOB TITLE:            | INTRAMURAL SPORTS OFFICIAL  |
| Department:           | Athletics   |
| Location:             | Stoltz Sports Center  |
| Supervisor:           | Vic Popp  |
| Phone Number:         | 563-589-3845  |
| Email:                | <a href="mailto:vpopp@dbq.edu">vpopp@dbq.edu</a>  |
| Job Responsibilities: | <p>The Department of Recreational Sports is currently looking for qualified individuals to fill the Intramural Sports Official position. This position was created to benefit the program as well as provide leadership opportunities for student employees. The Intramural Sports Official position will require skills including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Strive to maintain a positive, cooperative, customer service oriented attitude and contribute to the success of the program.</li> <li>• Demonstrate effective verbal and written communication skills.</li> <li>• Gain a consistent knowledge base of the Intramural Sports Program and the specific goals of each sport program offered.</li> <li>• Act assertive, providing problem solving and conflict resolution skills.</li> <li>• Behave in a professional manner when on duty or participating in the Intramural Program.</li> <li>• Report directly and assists the Intramural Sports Senior Supervisor/Team Lead with the administration of the Intramural Sports Program.</li> </ul> <p><u>Job Requirements</u><br/>All student employees are required to be trained in CPR, First Aid, and AED. For students that do not already possess these certifications, training will be provided by the department upon being hired. Other requirements related to the position include:</p> <ul style="list-style-type: none"> <li>• Currently enrolled as a student at the University of Dubuque.</li> <li>• Work at scheduled times and/or find an appropriate substitute when necessary.</li> <li>• Attend all meetings scheduled by the Intramural Sports Senior Supervisor/Team Lead and Coordinator.</li> <li>• Develop a good relationship with the participants.</li> <li>• Communicate with participants, fellow employees and the Intramural Senior Supervisor/Team Lead in a professional manner to maintain a positive and fun working environment.</li> <li>• Assist with the equipment set up and tear down during work shifts.</li> <li>• Report all injuries, vandalism, equipment needs, or any problems to the Intramural Senior Supervisor/Team Lead and Intramural Supervisor on duty.</li> </ul> |
| # of Positions:       | 1   |