I. Title: Graduate Assistant/Student Intern for Intramurals
   Assignment: Intramurals
   Division: Campus Life
   Location: 100 Upton Hall, 37 College Ave, Gorham
   Schedule: Flexible 20 hours a week, mid-August through mid-May

Organizational Relationships:
Reports to: Coordinator for Intramurals/Resident Director
Coordinates with: USM departments including but not limited to Campus Life, Athletics, Residential Life, and student organizations.

II. Statement of the Job:

The USM Intramurals program is coordinated through the Department of Campus Life with a primary function to enhance the student experience by offering a safe, friendly environment for organized, competitive sports and games within the campus community. The Intramurals program also supports student development and transferrable skills through opportunities for teamwork, marketing, and game management experience.

The Graduate Assistant/Student Intern for Intramurals works closely with the Coordinator of Intramurals to plan and facilitate activities and events that occur at USM, as well as providing assistance in various administrative functions and recruitment, training, supervision and coordination of additional student intramurals staff.

Candidates should possess a passion for enhancing the student experience, strong organization skills, and commitment to fair play and fun. Experience in organized sports, student life, residential life, or student activities is strongly preferred. In addition, this position relies on the applicant’s ability to take initiative and accomplish tasks independently.

III. Purpose:

Provide leadership and management of the USM Intramurals program.

IV. Key Functions:

A. Supervisory Responsibilities
   1. Recruit, hire, and train qualified work-study game management staff.
   2. Provide insight, support and leadership to the work-study team.
   3. Determine weekly schedule of assigned shifts and responsibilities.
   4. Verify hours worked and documentation for time approval purposes.
   5. Lead staff meetings providing essential communication within the staff.
   6. Maintain accountability for work-study staff to job expectations.

B. Community Building
   1. Develop and sustain a working relationship with Campus Life community members and the other associated USM staff and student leadership.
   2. Plan and implement a variety of sports, games, and events throughout the academic year based on student interest and resources available.
   3. Create and sustain a sense of community among resident students and commuter students.
C. Marketing Intramurals
   1. Utilize digital and social media to publicize and promote Intramurals as well as maintain regular updates for USM students.
   2. Organize a variety of promotional materials for Intramurals events including flyers and giveaways.
   3. Assist with campus-wide recruitment and welcome events as needed.

D. Administration
   1. Determine the rules and structure of play, game schedules, tournaments, and playoffs
   2. Communicate important information and updates to participants and ensure that everyone has a signed participation waiver on file.
   4. Maintain 10 office hours per week in addition to a regular, visible presence at Intramurals events.
   5. Record accurate participation numbers and other metrics for tracking the success of the program.
   6. Other duties as assigned.

V. Supervision Received:

   A. Weekly one-on-one supervision meetings are held with the Coordinator of Intramurals and job performance will be evaluated on an on-going basis.
   B. The Coordinator of Intramurals reserves the right to terminate the assistantship if the intern does not meet the position’s requirements.

VI. Standards:

   A. Demonstrates regard for a respectful and inclusive environment.
   B. Possesses excellent problem solving skills.
   C. Maintains good time management, reliability, and organizational skills.
   D. Ability and willingness to work flexible hours including nights and weekends.
   E. Works collaboratively with faculty, staff and fellow students to achieve the goals of Campus Life.
   F. Ability to work autonomously as well as with a team and is self-motivated.
   G. Communicates verbally and in writing in a manner that is clear, effective, and timely.
   H. Maintains good academic standing and a commitment to professional development.

VII. Remuneration:

   This is a 9 month position (flexible August – May) and approximately 20 hours a week. Compensation is housing in an on-campus suite, a meal plan for use in the dining hall when classes are in session, and your choice of a stipend or tuition credit in the total of $2,000 a semester ($4,000 for the year). Student must be enrolled in at least six graduate level credits or twelve undergraduate credits with the University of Maine System.

   Due to the irregular hours of this position, the Graduate Assistant/Student Intern must consult with the Coordinator of Intramurals prior to committing to any outside employment.

   Interested graduate/undergraduate students should email cover letter and resume (including two references) to Sarah Burkhardt, Coordinator of Intramurals, sarah.burkhardt@maine.edu.