Overview
The department of Campus Recreation is part of the Division of Student Services at Grand Valley State University. Its mission is to “enhance the GVSU experience through co-curricular learning, development, and recreational opportunities that promote health and well-being.” The Intramural Sports intern shall report to the Assistant Director of Intramural Sports and will assist with the administrative duties of an intramural sports program that offers 25 sports and activities and attracts over 800 teams and 3,500 unique participants annually.

The intramural sports intern shall work to meet the requirements of their academic program. The intern reports to the Assistant Director of Campus Recreation. Internships are available on a rolling basis and as need dictates. The Assistant Director and the intern will establish mutually agreed upon goals for the intern to maximize their experience, which will include work both inside of the office and on-site at intramural events.

Essential Duties:
• Assist in all office administration duties, including, but not limited to: preparing sports binders each night for events, updating Intramural website and social media, and updating display boards.
• Observe and assist with the hiring, training, scheduling and evaluating of intramural supervisors, office staff, sports officials, and scorekeepers.
• Supervise and officiate intramural sports, when prepared and as necessary.
• Coordinate staff outreach opportunities.
• Oversee an intramural sport, including the scheduling of games, officials, and supervisors.
• Oversee the intramural Greek and Housing leagues.
• Assist with IM Leagues scheduling program.
• Attend Intramural Supervisors, Campus Recreation, and Student Services Division meetings.
• Attend and assist in administering University Recreation Council and Officials’ Club events.
• Attend and assist with any and all Campus Recreation events as necessary.
• Attend and assist with Fitness and Wellness special events as necessary.
• Attend and assist with Athletics and Recreation Facilities Management events as necessary.
• Assist in reservation of facilities.
• Assist in the financial operations of the department, including, but not limited to: the annual budget process, processing student payroll, and the inventory and purchase of sports/office equipment.
• Assist with evaluation of intramural programs, policies, and administration, and make recommendations as necessary.
• Develop and implement marketing techniques to promote the Intramural Sports program.
• All other duties and special projects, as assigned.

Position Requirements:
• Currently enrolled in an undergraduate degree program with career aspirations toward sports and recreation.
**Desired Knowledge, Skills, Abilities**

- Computer skills desired (Microsoft Office, web development, social media)
- Organization and attention to detail
- Willingness to learn and accept feedback
- Willingness to work on nights and weekends
- Ability to multi-task
- Self-driven
- Customer service skills
- Ability to work as part of a team
- Ability to effectively communicate orally and in writing

**Application instructions:**

- Resume, cover letter, at least 3 references.
- Career and internship-related goals
- Position will remain open until filled

Send application materials to:
John Rosick  
Assistant Director, Campus Recreation  
1 Campus Dr.  
RC D112  
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