



Intramurals Coordinator

Mission Statement:

The Cougar Activities Board (CAB) creates diverse events, programs, and activities that encourage personal growth, community engagement, and compliments the educational experiences for students at the University of Sioux Falls.

Job Description, Commitment, Duties:

- The Intramurals Coordinator is responsible for intramural events, activities, and special events/tournaments.
- Administration of the intramural sports programs, including league and tournament scheduling, recruiting volunteer sports officials and support staff.
- Development of new intramural sports programs, with responsibilities that include: creating game rules, identifying equipment needs, organizing leagues and training new staff.
- Develop and implement risk management strategies with the Associate Director of Student Life.
- Arrange for space and schedule and prepare facilities, which includes set up of equipment.
- Responsible for activity area is torn down and all equipment is accounted for at the end of every activity.
- Must attend all team meetings and one-on-one meetings with the Associate Director of Student Life
- Integrate the SDV 100 Wellness Wheel into all programming
- Assist in other CAB events and other USF major events put on through the Office of Student Life
- Understand and serve the diverse needs of the student body and campus
- Serve with integrity and understanding
- Be a role model to all students
- Commit to abide by, and will promote the behavior guideline outlined in the USF Student Handbook
- Excellent communication and collaborative teamwork is essential
- Must be willing to increase your student involvement on campus by attending events, joining student clubs/organizations, volunteering, etc.
- Required attendance for Move In Day, New Student Orientation, and for all Welcome Week events, which includes set up and tear down
- Return ten (10) days before Move In Day for IMPACT Student Leader Training
- Perform other duties as assigned by the Associate Director of Student Life

Required Minimum Qualifications:

- Undergraduate student or graduate student
- Maintain full-time student standing of 12 credit hours per semester and a 2.5 cumulative GPA
- Applicants must not be on academic probation or conduct probation

Selection:

- New candidates must submit an online application, resume, and cover letter
- Individual interview

Compensation & Benefits:

- A scholarship of \$1000 (\$500 per semester)
- The opportunity to move into fall housing assignment prior to opening of the halls
- Meals covered during training week and orientation
- Free night time activities during training week
- The use of the Student Life office and office supplies
- Experience in leadership development, including opportunities to build leadership skills
- Opportunities to develop skills in event planning, time management, office organization, working on a team, marketing, social media, and a greater understanding of USF's offices and systems
- Opportunities to hone communication skills through public speaking, electronic and written correspondence, and active participation in meetings and collaborative processes

Position Supervisor:

Allan Idjao, Associate Director of Student Life

McDonald Center, Office of Student Life

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