



ANDERSON UNIVERSITY

Department of Student Life

Intramurals: Student Coordinator Job Description

POSITION SUMMARY (5-6 positions)

Intramural: Student Coordinators should have some basic knowledge and interest in team sports, but do not need experience playing all sports offered. The nature of the work is determined by the specific specialized role.

MISSION OF STUDENT LIFE

The Department of Student Life explores paths for holistic development and helps students navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

QUALIFICATIONS

- Required: Class standing of Sophomore, Junior, or Senior student during the term of employment.
- Required: Good standing, free of academic or disciplinary probation.
- Required: Must adhere to the standards outlined in the student code of conduct.
- Required: Working knowledge of the standards of play for the appropriate competition.
- Preferred: 2.5 cumulative GPA.
- Preferred: Free from Chapel Probation.
- Preferred: Demonstrated commitment to a Christian worldview.

VALUED SKILLS AND TRAITS

- Continually seeks the Lord and is growing in personal relationship with Christ.
- The ability to balance academic work with demands of the position.
- Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
- Respect for the worth of individuals.
- Exhibits leadership skills.
- The ability to relate to a diverse spectrum of students.
- Organized and meets deadlines in a timely manner.
- The desire to serve others, tempered with an awareness of personal limitations.
- Skills in establishing rapport along with the ability to relate well.
- The desire and ability to communicate concern for others.
- Compassion toward fellow students, staff and faculty.



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- Emotional maturity, dependability, and responsibility.
- Humbly leading a team of peers.
- Willingness to authentically share one's life story and experiences.

LEADERSHIP EXPECTATIONS/RESPONSIBILITIES

- Achieve a minimum of 9 Student Leadership Points each semester (Fall and Spring). A menu of Student Leadership Point opportunities will be provided.
- Attend one Career and Calling for Student Leaders session each academic year (3 Student Leadership Points).
- Arrive on campus and/or prepare to begin responsibilities up to one week prior to the start of each semester for training, team building, and preparation.
- Actively support and positively contribute to the work of other student leaders.

ROLE EXPECTATIONS AND RESPONSIBILITIES

- Under the direction of the Director of Student Engagement and the Intramurals: Student Director, responsible for the leadership and effectiveness of the specifically designated speciality role.
- Schedule and organize all sports for the academic year.
- Officiate and supervise multiple sports each season.
- Organize, publicize, and execute events,
- Contribute to the process of updating rules, regulations, and processes for each sport.
- Organize sign-up and captains' meetings.
- Evaluate and debrief at the end of each season..

TIME COMMITMENT

- The Intramurals: Student Coordinator role requires a commitment of approximately 10 hour/week including a minimum of 2 nights per week during applicable season play.
- Weekly meeting with the Director of Student Engagement or designee.
- Attend all meetings, and lead specifically designated meetings, with Intramural: Student Coordinators, team captains, and officials.
- Attend and participate in all IM sponsored events.



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SPECIALIZED IM ROLES:

The following responsibilities are in addition to scheduling, planning, setting up, and officiating but will not exceed 5 hours extra work per week

- Equipment Manager/Rental Coordinator
- Outreach Coordinator
- Referee Manager
- Rules Manager
- Creative Advertising Coordinator
- Creative Marketing Coordinator
- Student Director of Intramurals

See below for more detailed descriptions of Specialized IM Roles

Intramural Sports Staff (IM) Equipment and Rental Coordinator

Equipment Responsibilities

1. Make sure all equipment in both IM shed and office is in good working order.
2. At the beginning and end of each semester complete a full equipment inventory.
3. One week before each season do an inventory of the equipment needs for that upcoming seasons' sports.
4. Keep updated rules in IM office
5. Maintain office cleanliness. (Take out the trash, Vacuum, and organize items)
6. Take Lost and Found items to Goodwill at the end of each semester.
7. Give a list of needed equipment for each season to Coordinator and purchase items when approved.
8. Clean out and organize shed as needed.
 - a. Throw away broken or bad equipment
 - b. Sweep out at least once per outdoor season
 - c. Organize all items in the shed

Rental Responsibilities

1. Coordinate with outside group leaders with equipment borrowing the Intramural program.
2. Maintain a spreadsheet of equipment rented with groups' name, contact information, time taken and time returned.



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3. Return all equipment back to its original space for IM use after renters return items

Connections

1. Networking with area schools and their IM staff, if a possibility
2. Research operations of other Intramural offices at other institutions to find ways things are done differently/better/worse to ultimately enhance AU IM's service.

Intramural Sports Staff (IM)

Outreach Coordinator

1. Attend one RA staff meetings for each building and each buildings all-hall meeting each semester (do this at the same time as CAB Outreach Coordinator)
 - a. Highlight IM events of upcoming semester
 - b. Hand out calendars if needed
 - c. Explain your role and how you will be in contact throughout the semester
2. Create email list w/ every RARD, designated social/service club persons, interest club contacts, head coaches for easy email communication (collaborate with CAB OC)
 - a. Send out emails of advertisements, such as videos, and of course weekly current event news about programs/activities
 - b. Create and coordinate incentives programs for groups, clubs, staffs to participation in an IM season sport.
3. Serve as a liaison for other outside groups (both AU and non-AU affiliates)
 - a. Be responsible for helping groups from initial contact to follow through
 - i. If people come to our department for the first time, they will come to this person and they will direct them to the person they need or the services we can provide them.
 - b. Maintain sign-up sheets and other needs of the group
 - c. Inform staff of details to be prepared to help office visitors
4. Collaborate
 - a. If a group is interested in collaborating, meet with the group to discuss expectations, talk to Student Director and Coordinator of Student Engagement to evaluate if it is a good use of time and resources and ways IM will be willing to help.
 - b. **Captain Liaison:** Form a council of 3-6 avid and loyal IM captain's to meet with each season (mid-season), to garner concerns, questions, challenges, etc.



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- c. Assume role as primary captain email correspondent.
 - i. Sending rules, updates, meeting info, etc. throughout the year.

Intramural Sports Staff (IM)

Rules Coordinator

1. Become well versed in rule knowledge and be proactive in helping to prepare staff and refs in knowing rules before each season begins.
2. Complete up-to-date and relevant rules for every sport offered by AU IMs.
3. At least 2 weeks before each season's complete forms and upload to IMs Google Drive.
 - a. Make sure rules are factual and coincide with current events happening in the world of that particular sport
 - b. Working with Student Director of IMs in possibly changing a rule or re-visiting a rule that was unclear from past years.
 - i. Referring to past years' evaluations and making necessary changes if issues arose with certain rules.
4. Print off copies of completely revised and completed rules to put in KWC IM office.
5. Notify all referees and IM Staff members of updated rules and location.
6. During staff meetings or ref training meetings take the lead in communicating each rule effectively and what each rule means to ensure understanding is happening within the staff.

Intramural Sports Staff (IM)

Referee Coordinator

1. Complete referee evaluations during each seasons' play and work with Student Director to collaborating with other schools in events where AU IMs may travel or bring visitors in.
2. Serve as the sole person in giving corrective and constructive criticism to refs, aside from Student Director.
3. Make sure refs are on time to work and engaged in officiating games.
4. Facilitate appropriate conversations with refs about areas of improvement
 - a. Report to Student Director and Coordinator for Student Engagement if problem persists
5. Develop and facilitate Referee training each season (4)



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- a. Lead 2-3 hour session with dynamic, focused, and intentional training initiatives to prepare both referees and staff for all officiated sports during each season.
- b. Prior to the official Referee training experience, train staff on key areas of each sport.

Intramural Sports Staff (IM) Creative Advertising Coordinator

Advertising

1. Work with CAB Creative Advertiser(s) to enhance and extend the ways to market and advertise IM's.
2. Create at least 1 form of creative advertising for each season and for each of the 4 IM tournaments
3. Take lead in developing design for Champs and All-Star shirts as well as poster designs.
4. Utilize some form of guerrilla advertising for each season/tournament
5. Serve as IM co-photographer

Manage IM Bulletin Board

1. Updated each day to represent the most current news needed for students to see.
2. Update the following bulletin board panels:
 - a. Staff members at the beginning of each semester
 - b. Player of the Week - each Friday
 - i. Pics of male and female athlete winners with small bio of each person
 - ii. Updated overall Player of the Week sheet to be printed and posted on Player of the Week panel.
 - iii. Inquiries with IM staff and refs about selecting proper candidates each week should be concluded after Thursday day/night's play.
 - iv. An email should be sent at the end of play on Thursday to both male and female winners informing them of their accomplishment AND setting up a time for them to get pictures taken by you for the board.
 - c. Tournament information - show brackets during tournament time
 - d. Scheduling - Include season's schedule and change when appropriate



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Intramural Staff (IM) Creative Marketing Coordinator

Videography

1. Assume role as primary IM videographer/photographer
2. Create promotional videos over the course of the year for Intramurals
 - a. 4 videos promoting each of the 4 seasons
 - b. 1 video for each of the 4 CAB/IM partnered events (ex. Labor Day Vball, 3v3, etc.)
 - c. 1 end of year comprehensive video including clips and pictures for the entire year of AU IM activities/events
3. Taking pictures/short clips from each sport, each season to get good footage for the creation of required promos.
4. Keep electronic records and/or documents for each creative advertisement completed and put them in the IM folder for future reference (google doc).

Social Media

1. Manage and update Intramural social media accounts
 - a. Develop a weekly schedule so that all accounts are effective and frequently used.
 - b. Check the IM page on Anderson Website to make sure it's updated and accurate.
2. Work with Outreach coordinator in promoting those unique events with other departments
3. Follow/share/retweet events for CAB, Mocha Joe's, Social Clubs, Interest Clubs. CRC, Alumni, etc.

This person must be proficient in editing and videography