

How the Student Associate will benefit Recreational Services:

With the reorganization of positions in the Recreation Services Department, the Graduate Assistant position has been eliminated and a void has been left to be filled. The Student Associate will take on a portion of the work left by the vacated position including scheduling games and employees, oversight of intramural and special events, and supervision of peer employees. The student will be responsible for coordinating the efforts of student employees in the office to complete routine tasks in a timely manor. This work includes updating the website, updating intramural rosters, making reminder phone calls and making daily intramural score sheets. The Student Associate will also be involved with new program development, collecting and providing student opinions and desires. There is plenty of intellectually stimulating work to be done and experience to be gained to keep the Student Associate busy for 15 hours a week, and their work would be extremely valuable to the department.

Specific Responsibilities:

- Assist with game scheduling for Intramurals
- Schedule employees for Intramural events
- Help publicize Intramural events
- Update the Rhodes Recreation website as necessary
- Assist with training of Intramural supervisors
- Supervise the progress and performance of all Intramural supervisors
- Help plan and staff a variety of special events
- Be involved in set up and take down of intramural events

How the Student Associate will benefit:

The Student Associate will receive quality experience with recreational services (especially intramurals) that will allow them to be qualified to compete for a full time, part time, or Graduate Assistant position in the recreation field upon graduation. The Associate will gain valuable management skills from spending much of their time training and managing their peers. The Associate will develop important organizational skills, internet development skills, and develop strong professional relationships with the current staff. The Student Associate will also quickly develop a strong sense of responsibility to and ownership of the Intramural programs at Rhodes. This quality will be of great value to them in any work environment.

Position Requirements:

- Attention to detail and a desire to complete tasks to perfection
- Basic knowledge of Microsoft Word, Excel, and Macromedia Dreamweaver
- Willingness to work on evenings and weekends
- Ability to self motivate and work hard without direct supervision at all times