

Department of Campus Recreation
Competitive Sports Program
Competitive Sports Office Assistant

Hours/Week: 5-10 hours

Competitive Sports Office Assistant Wage/Hour: \$8.25/hour

Know, understand, and enforce Competitive Sports policies. Handle the day to day administrative tasks for the Competitive Sports program, including inputting Intramural Sports scores, documenting participant defaults for Intramural Sports, performing roster checks for Sport Club teams, approving forms, and acting as a customer service representative to all participants with questions or concerns.

Responsibilities:

- Arrive prepared and on time to all scheduled shifts
- Maintain an appropriate professional demeanor at all times
- Input IM Sports results into IMLeagues
- Follow up with Supervisor reports, Accident, Incident, and Event Reports
- Ensuring all Sport Club Rosters, Waivers, EagleLink forms, and other paperwork are complete, organized, and filed appropriately
- Answer patron questions and concerns about Intramural Sports and Sport Clubs
- Ensure that all medical supplies, first aid kits, equipment, binders, and paperwork are ready to go for daily activities
- Assist with preparing for Special Events, IM Sport clinics, Sport Club Council Meetings, etc
- Have a firm understanding of/activate Emergency Action Plans
- Assist in completing required paperwork
- Act as an ambassador for FGCU Campus Recreation
- Enforce Campus Recreation policies and procedures
- Attend all addition in-service training sessions throughout the year
- Other duties as assigned

Qualifications:

- Enrolled as a student in good standing at Florida Gulf Coast University
- Ability to work in a team and handle stressful situations in a calm manner
- Available to work during the day or in the evening
- Involvement with Competitive Sports or interest in the field of Sport Management or Recreation preferred