

Program Assistant Position Description

Purpose

This position, under the direction of the Program Coordinator and Graduate Assistant for Intramural Sports, is responsible for assisting in daily operations of the Intramural Sports Program. Individuals holding this position must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills. This person will enforce all program and building policies and be able to communicate to a diverse group of patrons why the policies are in place. The Intramural Program Assistant is responsible for the administrative aspect of all Intramural Sport events.

Minimum Qualifications

- Must be a current UNLV student enrolled in at least 6 credits.
- Current CPR and First Aid Certifications Required.
- Must be available to work a minimum of 10 hours per week.
- Must have open availability from 5-11pm Monday through Thursday. May require occasional weekend responsibilities.
- Must be able to lift up to 40 pounds.
- Minimum GPA requirements: Semester GPA: 2.0 Cumulative GPA: 2.25

Preferred Qualifications

- Previous work experience.
- Previous high school sport participation.
- Existing sport knowledge.
- Organizational skills and penmanship.

Task

Duties and Responsibilities include, but are not limited to:

- Keep scoring and timing for all intramural sports and events.
- Arrive at least five minutes prior to scheduled shift.
- Responsible for the set-up and tear down of the Intramural Sports events.
- Primary person responsible for check-in of players and inspect for proper ID and uniform.
- Dress and appearance are consistent with SRWC standards.
- First responder to all Intramural Sports accidents and incidents, including preparation of paper work afterwards and any potential activation of the Emergency Action Plan.
- Act in a professional manner by upholding SRWC policy when involved in conflict management with patrons, students and staff.
- Proper radio protocol and response in a timely manner, includes radio communication to Building Managers and Professional Staff.
- Ensure sportsmanlike conduct and provide written reports on all incidents and ejections witnessed.
- Confer with field or court officials to provide sportsmanship ratings.
- Ensure proper completion of all scoring documents including proper signatures.

Staff Development:

- Must act as a role model for fellow staff members both in work and play settings.
- Maintain a standard of performance on daily tasks.
- Attend regularly scheduled programmatic meetings and trainings for all areas necessary.
- Maintain communication with Intramural Sports Professional Staff members regarding positive recognition, performance reviews, substitution, and schedule conflicts.
- Communicate clear and concise information as needed to patrons, students, and emergency medical service personnel and police services.
- Practice peer education to develop student staff growth and success.
- Adhere to all SRWC guidelines and Intramural Sports policies.

Criteria for Success

Program Assistants will be evaluated on their performance each semester. The staff evaluation process consists of a self-evaluation, peer evaluation, and supervisor evaluation. The staff evaluation measures the following objectives:

- Ability to handle policy enforcement at check in.
- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manage time and balance professional and personal commitments.
- Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
- Ability to assess a situation and make well informed decisions independently.
- Ability to act in a professional manner and serve as a role model and mentor for CRS staff.
- Ability to positively promote UNLV and CRS to peers/patrons and take initiative to be involved throughout campus.

Transferable Skills:

- Conflict Management
- Communication (written)
- Customer Service
- Leadership
- Problem Solving
- Time Management

Pay Rate: \$8.75/hour

Minimum Hours: 10 hours per week