

# INTRAMURAL & SPECIAL EVENTS GRADUATE ASSISTANT

Department: Athletics

Reports To: Intramural & Special Events Graduate Assistant reports to the Director of Wellness and Recreation.

Position Summary: Performs a variety of general administrative and first-line supervisory duties as needed to plan, organize, and supervise intramural and special events as well as operational functions of the Helwig Recreation Center.

Essential Responsibilities:

1. Assist with supervising the daily operation of the 68,000 square foot Helwig Recreation facility.
2. Assist director with coordinating and managing intramural sports.
3. Organize and hold trainings for officials working with intramural sports.
4. Organize and hold meetings for the captains on intramural sports.
5. Assist director in integrating bridge events with other areas of campus and student life.
6. Assist director with planning tournaments and game night offerings throughout the school year.
7. Sponsor and grow Esports programming through tournaments both on campus and virtually.
8. Develop and conduct non-traditional recreation activities to bring new students into the facility.
9. Assist in the hiring, training, evaluation, and on-the-job training of desk attendants, floor staff, and climbing wall attendants, and IM officials.
10. Ensure equipment is in good working condition and report issues to the Director of Wellness and Recreation.
11. Assist in the general maintenance and cleaning of the facility and its equipment.
12. Gather verbal and written feedback from students, faculty, and staff to evaluate the recreation center and respond to inquiries and complaints of center participants.
13. Develop new offerings for intramural programming and special events.

14. Effectively market intramural and special events across campus to students, staff, and faculty.
15. Other duties as assigned by Director of Wellness and Recreation, Associate of Athletic Directors and Assistant Vice President for Athletics and Sport Management.

Essential Qualifications:

- Bachelor's degree in Recreation, Health and Physical Education, Exercise Science, Athletic Training, or related field is required.
- Applicant must obtain acceptance in North Park University graduate program and have a personal commitment to North Park's mission of Christian higher education.
- Experience in Esports, Intramurals and special events.
- Certification in first aid/CPR/AED is required by start date.
- Excellent interpersonal and oral skills.
- Able to work independently and in teams.
- Ability to handle details accurately.
- Strong customer service orientation.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.

Effective Date: Aug. 2021

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*

To Apply:

If you meet the above qualifications and wish to be considered a candidate for this position, please send a letter of interest, resume, and names and telephone numbers of three professional references to: North Park University, Ericka Adams Wellness and Recreation Director, 3225 W. Foster Avenue, Chicago, IL 60625, E-mail [ejadams@northpark.edu](mailto:ejadams@northpark.edu). Review of applications will begin immediately and will continue until the position is filled.