### JOB TITLE: Intramurals Student Official

### DEPARTMENT: Student Activities

### CONTACT PERSON/EMAIL/PHONE #: Sean Post, Business Manager, Office of Student Activities, osaevents@etown.edu, 361-1273.

### TO APPLY: Pick up an application at the Student Activities Hub. Interested students should read EXPECTATIONS & CORE VALUES STATEMENT below.

### STUDENT JOB DESCRIPTION: Maintain fair play and sportsmanship for College’s Intramural program.

#### RESPONSIBILITIES
- Provide a structured atmosphere for Intramural events through fair and accurate calls
- Know and carry out the rules of the sport being played
- Prepare score cards and sportsmanship ratings
- Work with the Intramurals student assistant or coordinator present
- Practice punctuality and integrity
- Adhere to schedules and follow outlined procedures to find a replacement if necessary
- Pay close attention to the task at hand
- Wear provided uniform during working hours
- Work nights and/or weekends
- Maintain
- Other duties as assigned

#### PHYSICAL DEMANDS
- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

#### HOURS and/or HOURS PER WEEK REQUIRED: Approximately 1-5 hours per week. Varies by season.

#### PAY RATE: $8.25 / HR

#### SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):
OSA Core Values

1. We agree to act respectfully towards one another by communicating openly and listening intently to the matter at hand.

2. We agree to encourage each person to offer valuable insights and discussion during decision making processes.

3. We agree to be thoughtful of others by exhibiting proper office etiquette, timeliness for all meetings, and adhering closely to our mission, goals, and meeting agendas.

4. We agree to work cooperatively with other members of the office by advancing towards common goals, and neglecting personal agendas, in order to promote the advancement and growth of the Office of Student Activities.

5. We agree to interact through our words and actions in a manner that is supportive of other group members, including respectfully agreeing to disagree.

6. We agree to act professionally, through both words and actions, at meetings, while in the office, and at events, in order to serve as a positive representative of the office.

7. We agree to be committed to our involvement through hard work, dedication and timely completion of tasks.

8. We agree to delegate tasks to other members in order to use our resources wisely, work as a team, and assure successful accomplishment of responsibilities.

9. We agree to stay within the designated guidelines and fulfill all responsibilities and duties as set forth for OSA or assigned by the Director of Student Activities and the OSA Leadership Team.

10. We agree to respect the privileges granted by being a member of the Office of Student Activities, by not abusing the name or image of the office for personal gain, beyond the scope of professional business.

11. We agree to emphasize teamwork and equality in our relationship with each other, in order to exemplify the ideals of the office, and better serve the campus environment.

12. We agree to work in accordance to the Office of Student Activities’ mission statement, goals and learning objectives.

CONTINUED...
Expectations & Standards of the Office of Student Activities

**Office**
Use your resources.
Provide excellent customer service.
Conduct yourself in a professional manner (behavior, emails, phone) while in the office.
For every complaint, create at least one solution.
Be there when you say that you will be there!
Programming does not stop when contracts are signed or the calendar is laid out.
Keep in mind & respect other offices we work with (i.e. Copy Services deadlines, Catering, etc.).
ID yourself and office location when you answer the phone.
Check the OSA Student Worker’s group on Facebook regularly.
Communication is important! Please be clear, open, and respectful.
Publicity is everyone’s job; if your assigned publicity location is not hung, warnings will be given.
Publicity must come down within 24 hours of the event (within 12 hours within the BSC).
Flyer publicity must be stamped by an OSA member and dated when hung in the BSC.
Keep the office space and the HUB clean and organized.
Use official logos on publicity (e.g. SWEET & A Step Up).
Always spell check and/or have someone proofread your work before you send it out or to printers.
No academic group projects in the office during normal business hours (8:30 a.m.-5:00 p.m.).
Wear your polo, and track jacket when weather-appropriate, when you are serving as an official representative of the office.
When in uniform, do not use profanity. Instead, hold your composure and have a respectable attitude.
Wear jeans, khakis or dress pants with your polo/track jacket; no sweat pants or track pants.
Wear appropriate footwear when working load in/out of an event - no sandals or flip flops.
Do not consume or purchase alcohol (or any drug) while in your polo and/or track jacket.
Any food left in the office untouched and older than two weeks old will be thrown away.

**Individual**
Be fluent in Pickle Philosophy and Fish Philosophy… practice it daily.
Demonstrate the practices of the Student Leadership Challenge.
Use your resources.
Choose a positive attitude.
If you must vent, get the discontent out of your system once and then let it go. If you are still upset, go directly to the source of your discontent and talk it out (this can include agreeing to disagree).
Protect confidentiality with Office matters and between members.
Do not bad mouth co-workers.
Get all the facts before you make accusations regarding something.
If needed, take a step back and cool off when angry. Relax & breathe.
Respect your fellow peeps.
Be a team player, including signing up for extra work hours during special events, assisting with publicity distribution and covering HUB shifts.
Exercise confidentiality and good judgment when discussing issues of a sensitive nature.
Be good ambassadors of the Office of Student Activities.
Know your boundaries regarding personal opinions and the opinion of the Office.
Have fun 😊
Take responsibility for your position and duties - double check your work and ask for help when needed.
Take initiative!
Be good leaders and role models on and off the clock.
Uphold integrity.
Don’t be afraid to ask questions; however, learn what the “right” questions are.
Getting in the know makes everyone in the office look good, including you.
Actively participate.
Be enthusiastic about what OSA is doing!!!!
Take ownership of your education; actively seek out what you need to know to do your job.
Always bring a pen and paper where ever you go… especially if meeting with Toni 😊
Exercise proper texting/ cell phone etiquette. (i.e. NO texting during meetings, etc.)
Give attention to detail.
Own your/ our events: be proud, show support, and admit mistakes.
Program
Follow the “Elements of Programming” and the “On Par with Event Planning.”
Use your resources.
Be prepared by planning and thinking in advance for events.
Know your limits and ask for help when you need to… DELEGATE.
Conduct yourself in a professional manner at an event.
Publicity should be posted 7-10 days before an event.
Walk through after events and pick up trash.
Send thank you’s and show your appreciation to co-workers
Keep programs fresh…try new things.
Evaluate all aspects of a program.
Keep accurate records (OSA & SWEET) with purpose of transitioning knowledge.
Let the Leadership Team know in adequate time when you are unable to make your scheduled events.
Arrive one (1) hour prior to movie show time to make popcorn; remember to clean the popcorn machine on Sundays.
Arrive early for all events; check the OSA Student Worker’s group on Facebook to see when help is needed and/or specific times to arrive for events.

Warnings

Warnings can be verbal or written.
Three (3) written warning and you will be removed from your position.
If an individual should receive a warning, the individual has five business days to appeal the warning.
If the warning is not appealed the warning will be removed after sixteen weeks while school is in session.
If an individual receives a second warning within the sixteen weeks that the first one was issued, the first warning
will become permanent and the second one will be removed after a following sixteen week period.
If two warnings are issued at the same time, the individual must go sixteen weeks without receiving another warning, at that time only one warning point will be removed and after an additional sixteen weeks without receiving a warning the other warning point will be removed.
The Director of Student Activities and the respective Leadership Team member can issue warnings.

By signing this document, I acknowledge that I have read and understand the expectations and standards of being a member of the Office of Student Activities, as detailed above.

__________________________________________  ____________________
Signature                                      Date