

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Intramural Program Student Commissioner

REPORTS TO: Intramural Coordinator

WAGE: \$8.00/hour

DATE: September 2008 - May 2009

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist with the planning, coordination, and implementation of Intramural events and activities. This position is responsible for management of student staff, the website, equipment up-keep, event registration, and participant data base.
2. Advertise and promote intramural programs.
3. Promote safety through rule enforcement and utilize good judgment and comfortable making final decision when discrepancies arise.
4. Attend Intramural/Wellness staff meetings once per block.
5. Help with Wellness programs as needed.
6. Other duties as assigned.

EXPECTATIONS

The staff must be able to take initiative on projects, be creative, customer-service oriented, and an effective communicator. The IM commissioner also needs to be comfortable with e-mail as a primary means of communication between him or herself and the IM Coordinator. Must meet as needed with IM Coordinator to discuss problems that arise, or new ideas that need to be implemented.