

**CORNELL COLLEGE
JOB DESCRIPTION**

Job Title:	Student Director of Intramurals
Reports To:	Director of Campus Recreation
Location:	Commons or Location of Events
Wage:	\$8.00/hour
Length of Employment:	Academic year

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Promote intramural/wellness programs by different means of advertising.
2. Assist with the coordination of events. Help run events as well as setting up and taken down of an event.
3. Maintain the bulletin boards in The Commons Lobby including the one outside of the IM office, the case in the lobby, and the bulletin board in the Sports Center.
4. Keep accurate participation records by doing reports at the end of events and by maintaining a Masterlist.
5. Help direct IM workers by training them to work at events.
6. Help get the agenda ready for monthly staff meetings.
7. Other duties as assigned.

EXPECTATIONS

They must be self-motivated, creative, knowledgeable about the use of desktop publishing programs, and an effective communicator. The Student Director also needs to be comfortable with e-mail as a primary means of communication between him or herself and the Director of Campus Recreation. Experience with Dreamweaver is a plus as well as knowledge of Excel.