



### **Intramural Event Specialist**

**Definition:** Under the direction of the Sports and Facilities Coordinator, and the Intramural Sports Supervisor, responsible for handling all of our Special Events including: Fraternity, Sorority, Club, and Affiliate weekend/weekday events.

**Duties:**

- Outreach to the campus community about recreation and fitness programs.
- Promote Intramural programs at campus special events.
- Organize special Recreation and Wellness events which promote the entire department.
- Plan all details of event including designating staff, managing payments, and meeting with event host.
- Secure location, equipment and time through Event Scheduling and SRWC.
- Create and revise layouts and brackets for each event.
- Collaborate with on-campus entities to develop events and market.
- Stay up-to-date on events and host organization's needs.
- Conduct assessment on the effectiveness of programs.
- Ensure that members leave with a positive impression of the event.
- Maintain a high energy level, eye for details, and use effective communications.
- Attend all mandatory meetings and workshops.
- Learn from mistakes and ask for assistance when necessary.
- Other duties as assigned.

**Qualifications:** Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative GPA above a 2.0

Additional Requirements: Must attend required Student Recreation and Wellness Center and Intramural employee orientations, trainings, as well as department specific trainings and meetings

**Compensation:** \$11.25 - \$16.00 per hour.