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:**
1. Outreach to the campus community about recreation and fitness programs.
2. Promote Intramural programs at campus special events.
3. Organize special Recreation and Wellness events which promote the entire department.
4. Plan all details of event including designating staff, managing payments, and meeting with event host.
5. Secure location, equipment and time through Event Scheduling and SRWC.
6. Create and revise layouts and brackets for each event.
7. Collaborate with on-campus entities to develop events and market.
8. Stay up-to-date on events and host organization’s needs.
10. Ensure that members leave with a positive impression of the event.
11. Maintain a high energy level, eye for details, and use effective communications.
12. Attend all mandatory meetings and workshops.
13. Learn from mistakes and ask for assistance when necessary.
14. 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.