



# Job Description

**Department: Campus Recreation  
Recreation**

**Position Reports to: Assistant Director – Campus**

**Position Title: Intramural Assistant (Referee)**

**Exempt or Non-Exempt: Non-Exempt**

**Time Base: Maximum 20 hours/week**

*This student assistant position is expected to be performed on campus. Based on CSUSM procedures for re-operation, there may be remote work assignment provide on a temporary basis.*

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## **PURPOSE OF POSITION:**

Under general supervision, the Campus Recreation Intramural Referee is responsible for providing excellent customer service to all patrons and guests during events inside the Clarke Field House, Sports Center, Mangrum and Lower Field while serving as an ambassador of "REC" by working to increase student life and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus. This position is expected to be performed on-campus. Based on CSUSM procedures for re-operation, there may be remote work assignment provided on a temporary basis.

## **Position Requirements**

- Must be continuously enrolled at least half-time during the academic year. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units.
- Must maintain a minimum cumulative GPA of 2.0.
- Must remain in good standing with the University.
- Must have (or obtain within first two months of employment) CPR, First Aid, AED certification.
- Must be able to lift up to 50 pounds.
- Must be available to work some week nights and weekends.

## **Responsibilities include, but are not limited to:**

- Ability to provide excellent oral directions.
- Ability to work well with diverse groups, clients, constituents, and event types including events for and by students, faculty, university departments, and community groups.
- Ability to apply all aspects of excellent referee services, including but not limited to implementing regulations, rules, and un-biased decisions.
- Ability to work in a fast-paced and competitive environment, and to create a safe and positive experience.
- Ability to move event-related equipment and supplies in an efficient manner.
- Knowledge of basic sports rules and ethics.
- Attend and assist with intramural meetings to determine operations priorities, timelines, and tasks.
- Attend all required training programs including but not limited to Conflict Resolution and NIRSA Official Training.
- Provide customer support for participants and attendees.
- Assist in enforcing field use policies and procedures.
- Prioritize safety and risk management at all times.
- Comply with all university and REC policies and procedures.
- Related tasks as assigned

**Student Assistants** will have the opportunity to (or will be requested to) work additional hours assisting with Campus REC events.

**Hourly Rate:** Starting at \$15.00/hour