

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Supervisor - Intramural

**Reports To:** Vice President for Student Development

**Position Code:** SINT

**Department:** Student Services

**EEO Type:** SM

**Effective Date:** 09-01-82

**Revision Date:** 06-23-03

**Pay Grade:** E

**FLSA:** Exempt

**ORP Elig:** N

**A. General Description:**

The Supervisor of Intramural is a staff position, is responsible for planning and supervising the Intramural sports program. Reports to Vice President for Student Development.

**B. Duties and Responsibilities:**

**a. Essential Functions**

Provides information to students on matters concerning sports program.

Presents orientation to all incoming freshmen and distributes printed material on various activities offered on campus.

Requisition Intramural equipment and monitors budget reports.

Conducts and explains the rules and regulations of all events.

Coordinates with other departments to avoid conflict with using the facilities at the same time and sends reports showing dates of scheduled events.

Works with development of an adequate system for selection and assignment of officials.

Supervises actual competition as often as possible.

Clarifies objectives and purposes, as well as better understanding the mechanical procedures to be followed.

Eliminates any forces that might tend to reduce the maximum of sociability and good will among all students and faculty members participating.

Produce league schedules for each league.

Prepares a draft of the overall schedule with all information at hand.

Assists in the formulation of implementation of goals and objectives in the student development area

Coordinates scheduling and maintenance of all recreational facilities and equipment.

May assist in the coordination of printed materials received in intramural program.

**b. Other Responsibilities**

Performs other related duties as assigned.

**C. Working Conditions:**

Restricted: Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs), some walking, pushing, and pulling on a regular basis. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

**D. Required Qualifications:**

Ability to establish objectives and tasks for intramural program.

Ability to supervise budget expenditures for the intramural activities program.

**E. Minimum Requirements of Education and Experience:**

Associate's Degree in appropriate field; prefer recreational sports from an accredited college or university.

Two years of work experience in the recreational field or a related field.

Approved \_\_\_\_\_

Supervisor