



**COLUMBIA UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

<b>Job Title:</b>	<b>Intramural Sports Official</b>		
<b>Department:</b>	<b>Athletics and Physical Education</b>	<b>Salary:</b>	<b>\$15.00/hour</b>
<b>Location:</b>	<b>Dodge Fitness Center Baker Athletics Complex</b>	<b>Supervisor:</b>	<b>Brian Jines &amp; Lauren Dudziak</b>

**Job Description**

**Essential Duties and Responsibilities**

- Arrive on time, dress in appropriate attire (uniform).
- Have knowledge of the sport you are refereeing.
- Enforce all facility and intramural policies, rules and regulations.
- Enforce the rules of the sport in a professional manner.
- Assist with the set-up and tear-down of fields/courts.
- Minimize and eliminate hazardous situations.
- Recognize and respond effectively to emergencies.
- Continue to uphold and maintain a positive image of the Intramural Program.
- Complete accident reports immediately following an injury.
- Complete appropriate records, reports, and timesheets.
- Attend all Staff Meetings and Sport Official training sessions.
- Follow all established policies regarding substitutes.
- Complete duties as assigned by the Director, Coordinator, and Intramural Supervisor when needed.

**Required Qualifications**

- Currently enrolled Columbia University Student.
- Available to work nights and weekends.
- Must have a positive attitude.

**Preferred Qualifications**

- No prior experience as a sports official is necessary.
- Experience playing or participating in Intramural or Club Sport Programs.
- Flexible work hours.
- Dependable
- Self-Confident
- Willingness to learn and study all rules and policies of the Intramural Program.
- Ability to communicate tactfully with participants.