COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Intramural Sports Official</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Athletics and Physical Education</td>
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<tr>
<td>Salary:</td>
<td>$15.00/hour</td>
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<td>Location:</td>
<td>Dodge Fitness Center, Baker Athletics Complex</td>
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<td>Supervisor:</td>
<td>Brian Jines &amp; Lauren Dudziak</td>
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**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.