

August 1, 2011

PART TIME INTRAMURAL SPORTS ASSISTANT

RESPONSIBILITIES

- Operate the score clock
- Set up fields and courts for sporting events
- Inspect all equipment for damage or wear to ensure user safety and report equipment malfunction to the Intramural Coordinator
- Manage the equipment check out desk in the game room
- Maintain inventory of all equipment in the game room
- Deal courteously and consistently with all individuals
- Maintain a constant knowledge of the rules and mechanics
- Use and practice all policies and guidelines at all times
- Participate in regular in-service training sessions
- Help with any necessary duties before, during and/or after the completion of the games
- Other duties as assigned

QUALIFICATIONS

- High School Graduate or equivalent
- Must be enrolled at Midland College
- Knowledge of a variety of sports rules and procedures
- Must have flexible hours. (Most intramural activities begin at 4:00 p.m. and end at 11:00 p.m. Some special events will be held on weekends.)
- Requires good communication skills, an enjoyment for sports and working with a diverse student population
- Heavy lifting is required

SALARY

\$7.50 per hour. Up to 19 hours per week. Position available August 29, 2011. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION PROCESS

Interested candidates should send a completed Midland College application to:

Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.