**Duties and Responsibilities of position:**

1. Manage the processes and participants of intramural program.
2. Weekly equipment checks—maintenance, both preventative and repair of athletic equipment.
3. Communication and ordering of equipment needs to keep program operating.
4. Work collaboratively with Student Development Staff on check-in, check-out processes.
5. Collaborate with staff on program usage analysis.

**Qualifications needed for position:**

1. Knowledge and passion for athletics and rules.
2. Experiences with registration processes and Microsoft Excel.
3. Experience with minor equipment repairs
4. Excellent verbal communication skills

5. If hired, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork)