JOB OPPORTUNITIES

Director of Intramurals and Facility Coordinator
Athletics

Posted July 10, 2015

Under the supervision of the director, the athletic department is seeking a director of intramurals and facility coordinator.

Primary roles and responsibilities:
• Direct, organize, supervise, and evaluate all intramural programming.
• Perform required duties as the building supervisor, including site supervision, securing, opening, and closing.
• Perform administrative and various other duties related to NCAA events that are scheduled in the Capital Center.
• Schedule and supervise student workers assigned to work in the Capital Center and intramural programs.
• Manage the intramural and student employment budgets.
• Authorize intramural equipment purchases and repairs.
• Coordinate and schedule intramural programs, cooperating with the division of academic and student affairs to maximize student participation.
• Provide significant and high-quality opportunities in a variety of indoor and outdoor intramural activities to satisfy the needs of students, faculty, and staff. This may include team and individual/dual sport activities/tournaments/leagues. Activities also should include programming that incorporates recreational opportunities in and around the Columbus metropolitan area.
• Maintain records relative to intramural participation and inventory.

Qualifications:
• Bachelor’s degree required. Master’s degree and/or three years of experience preferred.
• Works well with men and women from different backgrounds.
• Ability to supervise students.
• Ability to communicate professionally through both verbal and written means, and the ability and/or skill to work closely with others as part of a team.
• Ability to work without supervision and demonstrate considerable initiative.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Send cover letter and resume electronically to:
Athletics Department
capathletics@capital.edu

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For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.