

DIVISION MISSION

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT MISSION

To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

MINIMUM QUALIFICATIONS

- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.

SCOPE OF POSITION

Officials administer the assigned activity by utilizing knowledge of rules, proper mechanics, and consistent judgment. Officials work with other personnel to maintain a safe environment for participants.

Official I Responsibilities:

- Report to the assigned site to organize and set up equipment.
- Proactively locate teams playing on your field/court.
- Issue equipment to the team captains after obtaining a valid picture I.D. Conduct the pregame meeting to handle introductions, highlight important rules, regulations or modifications as well as answer questions. If an Intramural Scorekeeper is not assigned to the game, check I.D.'s for all players who will participate in the contest.
- Check the conditions of the facility area for potential hazards and report problems to the on-duty Site Manager immediately.
- Apply consistent and reasonable judgment throughout the duration of each assigned activity.
- Demonstrate knowledge of sports rules and official's mechanics for assigned activities.
- Recognize conflicts as they arise and resolve them through previous experiences and learned conflict resolution techniques.
- Answer questions regarding Intramural Sports policies and procedures.
- Perform any other activities as assigned by the Site Manager or Intramural Sports Administrative Staff.
- Provide mentorship to employees by communicating detailed feedback in a constructive manner. Document any concerns regarding employee performance and/or effort.
- Developing one's own knowledge, performance, and abilities through supervisor and self-reflection.
- Identify and assist with discipline problems or protests and properly document the situation.
- Uphold the integrity and reputation of Intramural Sports, Campus Recreation & Wellness, and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Monitor and promote sportsmanship of participants and spectators.
- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.

Official II criterion shall include at least one of the following in addition to the responsibilities listed above:

- Certified as a sports official by a local, regional or national organization.
- Recognized as an All-Campus or All-Rookie Official within the Intramural Sports Department.
- Selected to assist with training and evaluation of student sport officials.
- Commensurate amount of officiating experience compared to other officials gaining Official II status.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency

DATES OF EMPLOYMENT & COMPENSATION

- Starting hourly rate will be \$11.22/hour
- Position is considered seasonal employment with varying hours dependent up calendar of activities.
- Reports to Site Managers, Graduate Assistants, Coordinator and Assistant Director for Sports and Youth Programs.

APPLICATION INSTRUCTIONS

Applications must be submitted through ECU's PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: campusrec@ecu.edu

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.