



Brock Business Students' Association Intramural Coordinator

Job Identification Details

Job Title: Intramural Coordinator

Job Location: Brock University, Faculty of Business

Number of Positions: 1

Post Date:

Reports To: Vice President – External Affairs

Company URL: <http://www.brockbsa.com>

Business Students' Association

The Business Students' Association (BSA) is the facilitating umbrella organization for all Faculty of Business Student Clubs (FOBSC). The BSA has restructured the student associations to better serve the student body and ensure the best results possible from each Faculty of Business event. The BSA's mission is to improve the quality of each business student's experience at Brock University.

Job Summary

The Intramural Coordinator is responsible for the management of the Brock Business intramural program and will act as the liaison between the BSA and the organizer of the intramural activities they participate in. The position will require frequent coordination and communication, not only with select BSA Executives, but also with the Brock intramural department and intramural participants. The development of a Brock Business intramural program will be an exercise in branding, sponsorship coordination and leadership, making the Intramural Coordinator a pivotal player in the success of this initiative.

Duties and Responsibilities

- Development and maintenance of a Brock Business Intramural Program brand, including team name and logo as well as promotional efforts
- Coordinate with the Vice President – External Affairs and BSA President to attract team sponsorships
- Responsible for recruiting players
- Communicate with the intramural department and ensure all necessary administrative roles have been filled
- Must take on the responsibility of team captain for at least two of the chosen intramural sports
- Coordinate the registration of all teams and ensuring that each registered participant is fully informed at all times throughout the intramural session
- Responsible for accurate and ethical intramural practices within the BSA
- Attend regular BSA General meetings
- Other duties as required



Minimum Requirements

- Must be a Full-time student in the Faculty of Business
- Must have completed a minimum education level of 1st year university
- Must be in good academic standing
- Must be fluent in the English language
- Previous leadership experience considered an asset

Skills, Effort & Competencies

- Effective oral and written communication
- Organization/Planning
- Time Management/Punctual
- Understand and contribute to the organization's goal
- Cooperative
- Seek a team approach as appropriate
- Self-motivated

Application Process

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at vphumanresources@brockbsa.com by **February 19, 2012 by 1 pm**. If you wish to apply to more than one position, please send ONE application (indicate all positions you wish to apply for in your cover letter).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the individual.