



# Campus Recreation Student Manager Application 2012-2013

(Due Friday, February 24, 2012)

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

## A. Please indicate the position for which you are applying.

### \_\_\_\_\_ Intramural Sports Manager

Assist with the administration of the Intramural Sports program(s). This includes but is not limited to assisting with hiring, training, evaluating, scheduling and supervising of student staff as well as the supervision and scheduling of Intramural Sports playing facilities and activities. Additional duties include the maintenance of participant records and databases.

## B. Personal Information

Local Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you have a FAFSA on file in the Financial Aid Office for 2012–2013? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If no, please complete and file one as soon as possible.)

Fall 2011 GPA: \_\_\_\_\_ Cumulative GPA as of Fall 2011: \_\_\_\_\_

Class level in 2012-2013: \_\_\_\_\_ Major: \_\_\_\_\_

Units completed by June 1, 2012: \_\_\_\_\_

Are you currently on work study? Yes \_\_\_\_\_ No \_\_\_\_\_ (Work study is NOT required)

Are you currently employed in a Campus Recreation facility/area? Yes \_\_\_\_\_ No \_\_\_\_\_

If NO, how did you hear about the program? \_\_\_\_\_

## C. Questions

Please answer these questions. Please type answers and attach additional on a separate sheet of paper.

1. Why are you interested in a management position within Campus Recreation?
2. What activities/jobs/internships will you be involved with during the 2012–2013 academic year?
3. What experience do you have in managing people and/or events?
4. What qualities and skills do you possess which will assist you most in a management position?
5. Please list your personal vision for the position for which you are applying. Please include the most important aspects of the position(s), some of the challenges associated with the job, as well as suggestions for improving the area/program.

**D. References**

Please list two references that can provide information about your work skills and abilities. *Current Student Managers or Professional Staff involved in the selection process are not eligible to be references.*

1. \_\_\_\_\_  
*Name Phone Yrs. Known/Relation to applicant*
  
2. \_\_\_\_\_  
*Name Phone Yrs. Known/Relation to applicant*

**E. PLEASE ATTACH A CURRENT RESUME**

**F. Application Checklist**

- Completed Application \_\_\_\_\_
- Written Responses to Questions \_\_\_\_\_
- Resume Enclosed \_\_\_\_\_
- Completed Grade Release Form \_\_\_\_\_

**\*\*\*Please note these positions may require you to work during weekends, special events, holidays, and university breaks.**

**\*\*Please return this packet, question responses to all five questions, resume, and the release form to the below\*\* individual:**

**Intramural Sports Manager/ Club Sports Manager**

Danielle Harris, Member Services Office (office behind recreation center front desk) by **5:00pm on Friday, February 24, 2012.**

# Student Manager Information Release Form

I, \_\_\_\_\_, understand that I must maintain a cumulative grade  
(Print Name)

point average of 2.5 in each semester of the Student Manager Program in order to continue in the program.

I also understand that I must be free from disciplinary probation and in good standing with the Office of

Judicial Affairs. So that the Department of Campus Recreation may confirm if academic standing and my

judicial records are acceptable, I authorize the Campus Recreation professional staff to receive my grade

point average and judicial status each semester during the duration of my involvement with the Student

Manager Program.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(ID Number)

\_\_\_\_\_  
(Date)

# Intramural & Club Sports Student Manager Application Process Timeline

- **January 23<sup>rd</sup>:** *Applications Available Online*
- **February 24<sup>th</sup>:** *Applications Due*
- **March 12<sup>th</sup> – 16<sup>th</sup>:** *Interview w/ Outgoing Student Manager(s)*
- **March 19<sup>th</sup> – 23<sup>rd</sup>:** *Interview w/ Supervisor (Raamen)*
- **April 2<sup>nd</sup>:** *Decision & Announcement Made*
- **April 2<sup>nd</sup> – 27<sup>th</sup>:** *Manager Transition (Shadowing/Training w/ Outgoing Student Manager(s))*
- **April (TBD):** *New Manager Welcome Luncheon & Contract Signing*