



1. Name (Last)_____ (First)_____ (M.I.)_____

BU E-MAIL ADDRESS:_____

2. Local (Campus) Address:_____

City:_____ State:_____ Zip Code:_____

Cell Phone Number:_____

4. University Status: Freshman Sophomore Junior Senior Graduate	5. Intramural Sport(s) participation: Basketball Soccer Flag Football Softball Volleyball Dodgeball None	6. Mark Experience in any of the following areas: Adobe Photoshop Photography Adobe Illustrator Videography Adobe Indesign Advertisement Sales Other Design Software Promotion / Tabling
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7. Provide a brief summary on the above selections or other applicable experience:_____

8. Why do you wish to be a member of the Intramural Staff? _____

AVAILABILITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
4:00 PM						
5:00 PM						
6:00 PM						
7:00 PM						
8:00 PM						
9:00 PM						
10:00 PM						

Place an X in the box where you ARE available to work

Signature

Date

Semester

PLEASE RETURN TO INTRAMURAL OFFICE, SRC 106-B



Intramural Sports Promotion Coordinator Job Description: Assist the Intramural Director with promoting Intramural special projects associated with programs and goals. Successful candidates will have special interest in marketing, public relations, advertising, and/or related fields with good office, organizational, and communication skills. Intramural Sports Promotion Coordinator is a seasonal employment opportunity with scheduling based on seasonal activities.

NO STUDENT WILL BE SCHEDULED UNTIL ALL EMPLOYMENT PAPERWORK HAS BEEN COMPLETED.

Duties & Responsibilities:

- Assist in coordinating all program publicity for the intramural program
- Maintain all social media (i.e. facebook, twitter, monthly newsletter, etc...)
- Assist in developing department printed materials, including newsletters (external and internal), press releases, website content, fliers, and brochures.
- Write weekly stories (i.e. intramural happenings, game of the week, interviews)
- Develop and maintain relationships with university personnel and university organizations (i.e. The Voice, BU NOW)
- Take photo's/video of IM activities
- Coordinate registration and tabling sessions for upcoming intramural sports and special events
- Monthly 1:1 meetings with the IM Director
- Other duties assigned by the IM Director

Knowledge / Skills Required for the Job:

- Student has an above average knowledge of various design software programs (Photoshop, Illustrator, InDesign, Microsoft Office Products).
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated positive customer service
- Experience in marketing/outreach on campus, or to student groups on campus

Declaration of Understanding of Job responsibilities and Duties

I _____ hereby confirm that I have read and understand the job responsibilities listed above.

Signature of Intramural Official/Scorekeeper

Date