



**YOUNGSTOWN STATE UNIVERSITY**

**POSITION DESCRIPTION**

**STUDENT INTERN**

**CAMPUS RECREATION AND INTRAMURAL SPORTS**

**ANDREWS STUDENT RECREATION AND WELLNESS CENTER**

**Position Title:** Student Intern

**Positions within Department:**

- **Facility**
- **Wall**
- **Intramural**
- **Strength & Conditioning**
- **Facility Set up Crew**
- **Intramural Sports**
- **Group X**
- **Aquatics**
- **Personal Training**
- **Health Educator**
- **Marketing/ Special Events**

**Position  
Description:**

Assist with the following: management and supervision of the facility, programs, and staff during hours of operation, assign shift locations to supervisors and monitors, schedule of facility and programming areas, open and close facilities, provide safety, security and cleanliness of the Andrews Student Recreation and Wellness Center, facility, events and program set up, respond to crisis and conflict situations in the facility, plan and conduct area specific staff trainings, distribute marketing material, monitor usage of facility, equipment and programs during hours of operation, provide information about building hours, programs, policies and procedures and enforce and monitor facility and program policies and procedures. Additional duties include: sign off on substitutions forms, complete all Matter of Record forms and place in administrator mailbox, maintain on-going communication by checking and responding to weekly e-mail messages and mailbox contents, assume responsibilities in absence of graduate assistant intern, attend and assist with all department special events, attend weekly department meeting, act as committee chair or co chair for minimum of 1 special event, meet weekly with administrator if needed, maintain CPR and First Aid certification and other duties as assigned

**Minimum**

**Requirements:** YSU student in good standing enrolled for a minimum of 6 credit hours, enthusiastic and willing to help others. Must be or willing to be certified in CPR/ First Aid. Prior Campus Recreation or related experience required.

**Reports To:** Professional Staff

**Salary:** Stipend per month: \$720.00

**Contact:** Department of Campus Recreation and Intramural Sports Office—  
330-941-3488 or stop by Andrews for an application.

**Funding Status:** Work Study – Yes      Student Wages – Yes      Both – Yes

Please turn in an application, cover letter and resume to:  
Department of Campus Recreation-  
Andrews Student Recreation and Wellness Center  
Youngstown State University  
One University Plaza  
Youngstown, Ohio 44555  
(330) 941-3488 (Main Office-Reception)