

**The Ohio State University
POSITION DESCRIPTION**

Name:	Position #:	00099637 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 4/11/2017	Working Title:	Recreation Asst-Scorekeeper

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	4/11/2017
FLSA Status:	Nonexempt	Headcount:	130
Senior A & P:	No	Target/Hiring Range:	\$8.15
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	3613
Department:	D4560 Rec Sports Admin	Working Title:	Coordinator Recreational Sports
Position Organization:	45612 Rec Sports IM	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

The Intramural Sport Scorekeeper provides the participants of the program with an efficient check-in process, a diligent record of the score, and an accurate knowledge and application of game clock mechanics, if applicable. This position provides excellent customer service. Scorekeepers must also problem solve and resolve conflict among teams and individuals. Scorekeepers must know the rules of specific sports and enforce the policies and procedures of the department. Scorekeepers will also have other duties as assigned.

Duties Description:

Duty Pct	Duty Description
100	The Intramural Sport Scorekeeper provides the participants of the program with an efficient check-in process, a diligent record of the score, and an accurate knowledge and application of game clock mechanics, if applicable. This position provides excellent customer service. Scorekeepers must also problem solve and resolve conflict among teams and individuals. Scorekeepers must know the rules of specific sports and enforce the policies and procedures of the department. Scorekeepers will also have other duties as assigned.

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Supervises:	0 Mgrs/Dirs 0 Supervisors	0 Non-Supervisory Prof Staff 0 Support Staff	0 Students
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Minimum Education Requirement:	HS Graduate or Equivalent or equivalent educ/exp	
	#1 Major:	#2 Major:

Additional Education Desired:	#1 Major:	#2 Major:
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Experience:

I have reviewed these job duties (Staff Member)	Date
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Supervisor/Manager	Date
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Unit Coordinator/HRP	Date
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Office of Human Resources Approval	Date
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