

Application for Employment

Club Sports Game Manager/Promotions & Marketing Assistant



3 Keane Road, Suite I
Kingston, RI 02881
401/874-2029

PLEASE PRINT, FILL OUT & RETURN TO CLUB SPORTS OFFICE

Personal Data: - Please Complete and be accurate when filling out application.

Position(s) applying for: _____		Date of application: ____/____/____	
Name: _____		Student I.D. #: _____	
LAST	FIRST	MIDDLE	
Class: _____		Age: _____	D.O.B: _____
Campus Address: _____			
STREET	TOWN/CITY	STATE	ZIP CODE
Cell Phone #: _____		Campus Phone #: _____	
E-Mail Address: _____			

Permanent Address: _____
STREET TOWN/CITY STATE ZIP CODE

Permanent Phone #: (_____) _____

Have you been awarded **College Work Study** through URI's Financial Aid Office?

No _____ Yes _____ - If yes, amount allotted per semester. \$ _____

(Please Note: Applicants with Work Study will have first priority.)

Employment Opportunities:

A. **Club Sports Game Manager:** *General Job Responsibilities*

- Prepare all necessary site materials for efficient, safe and service oriented club sports events.
- Record, update and file game results.
- Interact with the local media contacts.
- Assist with club sport inventory.
- Attend and supervise club sport events as assigned.
- Attend weekly club sport staff meetings.
- Complete end-of-the season report.
- Hold Regular scheduled office hours as assigned.
- Other duties as assigned.

B. **Promotions & Marketing Assistant:** *General Job Responsibilities*

- Creating, designing full-size brochures, manuals, flyers, table tents and mailers
- Distributing promotional materials in a timely manner
- Serving as a liaison between full-time staff and promotional staff
- Other duties as assigned

General Information: please complete the following information.

1. Why do you want to work for the Club Sports Program at URI?

2. What past experience, if any, do you have for the position which you are applying for?

3. Briefly explain why you should be hired above other applicants?

4. Why do you want *this* job as a college student?

Please list one (1) reference from previous employment:

Name: _____

Job Title: _____

Phone #: (_____) _____

Agency or Affiliation: _____

*Please return the completed application to the Office of Recreational Services.
All applications will be evaluated by the Coordinator of Club Sports.
A phone interview will be conducted to those individuals who are qualified.
All other applicants will be notified by mail if they were selected.*

THANK YOU!