

Application for Employment

Club Sports Game Manager & Office Assistant



3 Keaney Road, Suite I
Kingston, RI 02881
401/874-2732

PLEASE PRINT

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

*A copy of your student class schedule from URI Enrollment Services is **required**.*

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*

- Assist with club sport game day event management. (*Weekend hours required*)
- Selling of admission tickets and team apparel.
- Reconciliation of gate receipts and apparel sales.
- Assist with club sport inventory.
- Attend weekly club sport staff meetings.
- Other duties as assigned.

B. **Club Sports Office Assistant:** *General Job Responsibilities*

- Maintain regular weekly office hours. (*Minimum of 8 hours per week*)
- Prepare all necessary site materials for club sports events.
- Record, update and file game results.
- Assist with club sport inventory.
- Creating and designing brochures, manuals, flyers, table tents and mailers.
- Distributing promotional materials in a timely manner.
- Data entry of student athlete information and team financial information.
- On campus deliveries.
- 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. What past sports experience do you have? (Player, team manager, etc.)

5. What computer skills and experience do you have?

Please list one (1) reference from previous employment:

Name: _____

Job Title: _____

Phone #: (_____) _____

Business: _____

*Please return the completed application to the Office of Recreational Services.
All applications will be evaluated by the Coordinator of Club Sports.
A phone or personal interview will be conducted to those individuals who are qualified.*

THANK YOU!