**Employment Opportunities:**

A. **Club Sports Home Event Staff:** *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.
1. Why do you want to work for the Club Sports Program at URI?
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__________________________________________________________________________________
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2. What past experience, if any, do you have for the position which you are applying for?
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3. Briefly explain why you should be hired above other applicants?
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4. What past sports experience do you have? (Player, team manager, etc.)
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5. What computer skills and experience do you have?
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__________________________________________________________________________________
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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!