

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Associate Director of Recreational Sports **EEO CATEGORY:** Professional
JOB NUMBER: 9-2308
STATUS & GRADE: E-16
DATE: 12/2005

DEPARTMENT: Recreational Sports & Activities

EDUCATIONAL & EXPERIENCE REQUIREMENT: Requires a minimum of a Bachelor's degree (Master's preferred) in Recreation Administration, Kinesiology, Higher Education or a related field. A minimum of five (5) years full-time experience in a professional, supervisory capacity with a collegiate recreation, sports, or wellness program. Previous administrative experience of a collegiate campus recreation program, and experience in personnel management, fiscal management, computer literate, and statistics/research knowledge desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: The position involves assisting the Director in all phases of departmental operations. This will require the supervision of the full-time professional staff, clerical staff, and student staff. The position will assist in planning major facility improvements and new construction. The position will coordinate all appropriate assessment efforts of the department. The position will have specific responsibilities within the Department of Recreational Sports & Activities.

SUPERVISION GIVEN & RECEIVED: This position will receive general direction from the Director of Recreational Sports and Activities. This position will supervise all full-time professionals, clerical staff, and student staff members as assigned.

PRIMARY RESPONSIBILITIES: Assist the Director in the preparation, presentation, and administration of the departmental budget. Coordinate assessment tasks as related to assigned departmental responsibilities. Conduct long and short-range planning. Organize, coordinate, manage, and schedule activities. Serve as an advisor for day-to-day operations of programs, activities, and facilities. Develop and recommend policies and procedures to the Director. Review and reconcile revenue-generating activities when and where needed. Coordinate all risk management practices in all assigned areas. Resolve complaints and concerns with participants and staff. Coordinate student training programs and ensures proper training in assigned areas. Assist the Director in facility development and fund raising efforts. Attend or represent the university/department/director at various meetings/workshops. Ensure compliance with applicable departmental and university policies and local, state, and federal requirements. Perform other related duties as assigned.

OTHER SPECIFICATIONS: Excellent interpersonal skills, a team player, valid driver's license, computer literate, member of the National Intramural Recreational Sports Association (NIRSA). Working hours may vary as required including evenings and weekends. Serve on university, community, state, or national committees as needed.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.