

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Assistant Director, Recreational Sports

EEO CATEGORY: Professional

JOB NUMBER: 0-2306

STATUS & GRADE: E-12

DATE: 07/2002

DEPARTMENT: Recreational Sports

EDUCATIONAL & EXPERIENCE REQUIREMENT: Requires a minimum of a Bachelor's degree in Physical Education, Recreation Sports Administration, Student Personnel Services, or closely related field. Minimum of (2) two years full-time paid experience in a professional, supervisory capacity of a recreation/oriented program. Experience with campus recreation would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Professional work responsible for assisting with the planning, organizing, directing, and controlling of the daily operations and personnel within one or more of the program areas of Intramurals, Aquatics, Self-Directed Program, Club Sports, Outdoor Program, Wellness Program, or Special Events.

SUPERVISION GIVEN & RECEIVED: Receives minimum supervision from the Director of Recreational Sports and Activities. Responsible for immediate and specific supervision of program staff and students.

PRIMARY RESPONSIBILITIES: Organizes, develops, and manages, with the support of staff and student personnel, one or more specific program areas within the scope of the recreational sports and activities administration. Formulates and recommends policy, procedural, and rule changes. Interprets policies within each program and facility. Interviews, hires, trains, schedules, and evaluates support personnel. Compiles budgetary information relative to program area. Makes equipment recommendation. Works directly with student groups, organizations, departments, alumni, government officials, vendors, and others as necessary. Prepares reports, analysis, evaluations, and proposals as required. Promotes specific activities and coordinates publicity within a program area. Serves on committees as needed. Performs other related duties as assigned.

OTHER SPECIFICATIONS: National Intramural Recreational Sports Association (NIRSA) certification desirable. First aid and CPR. Computer experience helpful. Must possess well developed communicative and interpersonal skills essential to working with large groups. Working hours may vary as required including evening and week-end work.

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.