

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Senior Assistant Director, Recreational Sports      **EEO CATEGORY:** Professional  
**JOB NUMBER:** 9-2309  
**DEPARTMENT:** Recreational Sports      **STATUS & GRADE:** E-14  
**DATE:** 08/2005

**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 three (3) 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:** Assists the Director in administrating departmental functions including, but no limited to, marketing, promotions, technology, special events, and research.

**SUPERVISION GIVEN & RECEIVED:** Receives general direction from the Director of Recreational Sports and Activities. Supervises clerical and student staff as assigned.

**PRIMARY RESPONSIBILITIES:** The position will coordinate all marketing and promotional events, activities, and efforts of the department. Responsible for coordinating all technology and web concerns of the department. Coordinates all department-wide special events. Interviews, hires, trains, schedules, and evaluates all student workers assigned to this area. Compiles and recommends to the director any budgetary information relative to the assigned area. 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:** Incumbent will serve on University, Community, State, and National committees as needed. National Intramural Recreational Sports Association (NIRSA) certification desirable. First Aid and CPR certification preferred. Computer experience helpful. Must possess well-developed communicative and interpersonal skills essential to working with large groups. Must possess a valid driving license. Working hours may vary as required including evening and weekend 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.**