

JOB INFORMATION

Effective Date	7/12/2023
Job Code:	2388
Job Title:	Assistant Director, Campus Recreation
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Health & Wellness
Job Family:	Physical Fitness
Job Summary	The Assistant Director provides oversight for the development and growth of recreational programs ensuring offerings reflect the needs, interests, and desires of the UHCL community. Specific responsibilities include leading, supervising, and assessing wellness and recreation offerings; managing and supervising professional and student staff; and contributing to the strategic planning and collaboration efforts of Campus Recreation.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Recreation, Sports Management, Higher Education Administration, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in Campus Recreation and Wellness in a university setting.	Required	
Some	One year of supervisory experience.	Required	
Less than 3 yrs	Four years of experience in Campus Recreation and Wellness in a university setting.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	American Red Cross, First Aid, CPR & AED Certification	Upon Hire	Required	
	American Red Cross, First Aid, CPR & AED Instructor Certification	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of and the ability to learn, university policies and procedures, and specific software. 	Basic
<ul style="list-style-type: none"> Knowledge of State and Federal regulations on hiring practices in Higher Education. 	Skilled
<ul style="list-style-type: none"> Knowledge of assessment methods in Higher Education. 	Basic
<ul style="list-style-type: none"> Ability to work with various computer software needed to perform job duties (Microsoft Office Suite, Innosoft Fusion). 	Basic
<ul style="list-style-type: none"> Able to identify the developmental needs of others and coach, mentor, instruct, etc. 	Skilled
<ul style="list-style-type: none"> Experience with budget planning and management. 	Basic
<ul style="list-style-type: none"> Able to build mutual trust, respect, and cooperation among team members. 	Skilled
<ul style="list-style-type: none"> Ability to identify and implement risk management policies in Campus Recreation Programs. 	Basic
<ul style="list-style-type: none"> Ability to analyze information and evaluate results to choose the best solution and solve problems. 	Skilled
<ul style="list-style-type: none"> Must be able to effectively work in team environment demonstrating positive and effective communication skills. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Directly supervise professional and student staff members including; establishing goals and objectives, managing and assessing performance and provide training. 	15%
<ul style="list-style-type: none"> Provide oversight and participate in recruitment and hiring of student staff including; creating work schedules, provide training, provide feedback, approve timesheets, and monitor budget for labor expenses. 	10%
<ul style="list-style-type: none"> Ensure proper safety by developing, implementing and reviewing the risk management guidelines including preventive maintenance programs, CPR/First Aid training, inspections, and other quality control strategies. 	10%
<ul style="list-style-type: none"> Assist in preparing annual and event reports for all areas of responsibility including data collection and statistical analysis, evaluations and surveys, activity assessments, and program recommendations. 	10%
<ul style="list-style-type: none"> Develop Intramural sports leagues, tournaments and competitive events. Lead program planning with staff to identify special events that support department/divisional/university initiatives such as; welcome week, homecoming and leadership programs. Promote programs creatively using university networks to increase participation and awareness. 	15%
<ul style="list-style-type: none"> Oversee facility rentals including; creating contracts and quotes, scheduling events, and collecting payments. Ensure a high standard of customer service for large scale events by communicating with campus partners and providing assistance throughout the planning and execution of the event. 	15%
<ul style="list-style-type: none"> Adhere to all university policies and protocol for vendor set-up, contracts, and accounting processes. Actively work to meet or exceed revenue projections. Support professional staff with budget management, projections and recommendations. Project future revenue and expenses for program areas. Work with Club Organizations to develop creative solutions for fundraising and budget management. 	10%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Work collaboratively with UHCL and non-UHCL partners on programming that supports university initiatives and promotes health and wellbeing. Develop collaborative relationships to contribute to the facilitation, promotion and growth of recreational programs. Assist with departmental special events and trainings, working early morning, evening or weekend hours as required or needed. 	5%
<ul style="list-style-type: none"> Serve on university, divisional and departmental committees. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	0%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description