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Developed by:....JH; ER
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Campus Recreation

DIVISION: Student Affairs (Campus Recreation)

REPORTS TO: Director, Campus Recreation

GRADE 13

SUPERVISES: Professional staff, Graduate Assistants, Student staff and Temporary workers

BASIC FUNCTION:

Responsible and accountable for the operations and functions of policies and procedures, membership/program registration technology, personnel resource management, analysis and translate data, financial oversight and present information in a way to facilitate sound business decisions which supports the Core Units within the Department of Campus Recreation: Aquatics, Club Sports, Facility Operations, Fitness, Health and Well-being, Intramural Sports, Marketing/Outreach, Open Recreation & Special Events, Sailing, and Fiscal/HR Management. Contribute to creating an environment of engagement, development, retention, and overall success, as well as promote a life-long commitment to fostering the holistic well-being of a diverse student and the University Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director and provide executive oversight with continuous planning, implementation, and evaluating Campus Recreation's facilities, programs, and services. Contribute to the development and execution of department's strategic goals and objectives, to include both long and short-term goals.

Responsible for providing result-driven leadership to ensure effective/efficient operational initiatives are implemented working with the Core Units in Campus Recreation.

Provide strong leadership, organization, and effective management skills.

Support all program units within the Department of Campus Recreation, in keeping with the values and mission of both the Department and the University

Provide leadership and support for various policies and procedures which pertain to the operation of campus recreation facilities, programs, and services. Establish policies that provide for the effective operation of the recreation programs and the overall organization. Recommend changes as needed for all Campus Recreation core units, services and facilities to the Director of Campus Recreation and suggest and implement suggested changes to the program.

In consultation with the Director, assist in revenue projections and budget development for the department. Regularly monitor budget execution through review and analysis of financial and personnel documents. Reconcile budget with official University records. Present information/data in a way to help facilitate operational and sustainable business decisions for the department. Assist in developing and executing short and long-term financial strategies including revenue forecasting and planning for operational and capital budgets. Serve as backup for the Director in approval of purchased orders, PCard, travel authorization, etc., as needed.

Establish guidelines for productivity indicators for each unit. Perform comparative analyses and provide data-driven analysis to be used as a key indicator for improving facilities, programs, and services.

Keep up to date regarding evolving issues within campus recreation as needed. Assist the Director to analyze and solve problems, draw valid conclusions, and develop alternative recommendations as needed.

Maintain a high-level understanding of the various industry-specific computerized software & hardware systems; oversee procurement; and implementation oversight, to include but not limited to membership/program registration platforms, business operations, staff scheduling platforms, etc.

Work collaboratively on new initiatives which are aligned with University, Division, and Department's values and mission, which contribute positively towards students' health and well-being, develop learning outcomes, engagement, recruitment and retention, and persistence to graduation.

Uphold sustainable and inclusive practices. Work to enhance diversity. Create an environment of inclusion and embrace social justice.

Promote and sustain a culture of transparency, professionalism, compassion, integrity, respect, and work in a student-focused, team-centered environment.

In consultation with the Director, evaluate overall department facilities, programs, and services to determine overall satisfaction and effectiveness. Collaborate on possible changes as deemed appropriate.

Responsible for keeping up to date with industry trends as it relates to personnel, technology associated with program registration/memberships, and assessment tools, etc.

Responsible for creating work processes and procedures to document appropriate/mandatory personnel training required by the University (i.e., Safe Zone Training, FERPA, Affirmative Action and Title IV, eCampus training, Mental Health Training, First Aid, CPR, AED, etc.) for the department.

Approve all student/internal state payroll for the department. Serve as a back-up for the Director and approve payroll for full-time personnel, as needed.

Assist the Director, Campus Recreation with special projects and directives from the Division of Student Affairs and other university administrators.

Work collaboratively and form effective partnerships with key stakeholders and achieve targeted goals.

Prepare quality reports and other analytical data and research in a timely and professional manner.

Advise the Director on the total breadth of campus recreation's daily operations and assume the Director's responsibilities in his/her absence.

Represent the Director on various campus meetings, committees, and projects as needed.

Willingness to adapt to changes in a dynamic, diverse work environment as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties and responsibilities as assigned by the Director, Campus Recreation.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management, social media, and spreadsheet software. Must have and maintain current CPR, First Aid and Automated External Defibrillator (AED) Certifications.

May be required to work evenings and weekends.

QUALIFICATIONS:

REQUIRED: Master's degree in Recreational Sports Management, Sports Administration, Exercise Science, Business Administration, College Student Personnel, Health Administration, or related field; Minimum of five years of full-time, progressively responsible experience in a leadership or supervisory capacity at a collegiate campus recreation program (i.e., management experience in business administration, facility operations, program development & assessments, health promotions, and/or fitness & wellness); Demonstrated supervisory experience; Demonstrated professional experience relating to college-age students; Demonstrated ability to work independently and in a team-centered collaborative environment; Demonstrated ability to work with diverse groups/populations; Demonstrated problem solving and decision-making skills; Demonstrated organizational skills; Demonstrated budget experience (i.e., preparation and oversight, administration, resource planning, and development); Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills. Must have and maintain current CPR, First Aid and Automated External Defibrillator (AED) Certifications. Willingness to work evenings and weekend.

PREFERRED: Minimum of five years of full-time, progressively responsible experience, in a leadership or supervisory capacity at a collegiate campus recreation program (i.e., management experience in business administration, facility operations, program development & assessments, health promotions, and/or fitness & wellness) with over 10,000 students; Demonstrated experience with multicultural populations with one or more underrepresented or underserved populations; Demonstrated experience crafting and executing a comprehensive review study and strategic planning; Demonstrated experience with management software (such as EMS, Active/Class, Fusion, SubItUp, eCampus, Brightspace, Connect2, IMLeagues, DoSportsEasy, and Campus Labs/Anthology, etc.); Demonstrated experience with special event planning and student leadership programming; Demonstrated experience working with CAS (Council for the Advancement of Standards - Collegiate Recreation Learned Student Outcome, assessments and/or program evaluation in Campus Recreation); and, Demonstrated involvement in NIRSA - Leaders in Collegiate Recreation (CRCSP or CRSS) or any other related applicable professional organization.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.