JOB DESCRIPTION

Associate Director of Campus Recreation

**Definition of Class**
This is a supervisory position in which the incumbent is responsible for assisting and supporting the Director of the Department of Campus Recreation, for the direct supervision of all administrative and operational areas within the department, and frequently makes decisions by exercising discretion and independent judgment. Incumbent assumes responsibility for the department in the absence of the Director of Campus Recreation.

**Examples of Work Performed**

Supervises the day-to-day operations of the department and makes necessary decisions in the absence of the Director.

Creates, develops, and coordinates the planning and administration of all components of facility operations and management. Plans and directs facility maintenance and repair program. Develops and updates policies associated with facility operations and/or usage.

Coordinates, supervises, and provides specific instructions for all facility set-up and breakdown of functions related to the facilities of the department.

Manages the daily operation of the Turner Center, Outdoors Sports Complex, Tennis Complexes, and other facilities managed by the department.

Develops and supervises the maintenance and improvement of existing field space to benefit the participants of all programs sponsored by the Department.

Establishes, implements, and monitors short and long-range goals for Ole Miss Outdoors, Intramural Sports, and Sports Clubs.

Oversees the inventory control program and monitors all personnel responsible for the inventory in their assigned areas.

Develops budgetary recommendations and assists with the budget preparation for the department.

Assists with departmental staffing plans, development, hiring, evaluations, and departmental hiring policies.

Assists in establishing and implementing goals and objectives. Responsible for monitoring the department’s strategic plan.

Interacts with Director and staff members regarding topics to help identify opportunities for improvement.

Maintains a positive relationship with other personnel and departments that assist in the development of Campus Recreation programs.

Represents the Department of Campus Recreation and The University of Mississippi on various committees, boards, and associations.

Attends local, state, and national workshops and conferences; hosts and presents at various workshops.

Interacts with students, faculty, and staff for the benefit of carrying out the mission of the department.

Performs related or similar duties as required or assigned.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assumes direct responsibility for the department in absence of the Director of Campus Recreation.
2. Creates, develops, and coordinates the planning and administration of all components of facility operations and management.

3. Establishes, implements, and monitors short and long-range goals for Ole Miss Outdoors, Intramural Sports, and Sports Clubs.

5. Recruits, hires, trains, schedules, and evaluates employees, including professionals, graduate assistants, and part-time student employees.

6. Assists in the development, implementation, and assessment of departmental goals.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to stand. Incumbent occasionally is required to walk; sit; climb or balance; and run.

**Experience/Educational Requirements:**

**Education:**
Master's Degree in Physical Education, Leisure Management, Recreation, Student Personnel Administration, Facility Management, Sports Management or a related field from a college or university.

AND

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/Title II employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.