Assistant Director of Campus Recreation - Ole Miss Outdoors

**Definition of Class**
Incumbent in this position is responsible for coordinating and managing the activities associated with a comprehensive outdoor recreation program offered through the Department of Campus Recreation; developing and administering staff development training for professional, support, and student staff; coordinating assessment for the department; and overseeing the coordination of various programs sponsored by the Department of Campus Recreation. The incumbent frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Directs all programs and activities associated with the department’s comprehensive outdoor recreation program including; scheduling, marketing, promotions, budget, purchasing, record keeping, certification, program development and assessment, and student personnel.

Recruits, hires, trains, schedules, monitors payroll, and evaluates student employees, graduate students, and interns.

Develops and manages operational budgets for Ole Miss Outdoors.

Develops and administers plans to minimize risks associated with participation in Ole Miss Outdoor programs.

Oversees the equipment rental center to include maintenance of appropriate inventory levels and determining a fee schedule.

Maintains accurate records of activities. Prepares reports as requested.

Assists in planning, developing, evaluating, and administering plans for promotion, marketing, and capital campaigns for the department.

Creates, implements, and evaluates a departmental development program to encourage the professional development of professional, support, and student staff.

Coordinates assessment for the department by creating questionnaires and other tools to assess needs.

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

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.

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. Directs all programs and activities associated with outdoor recreation program.

2. Administers plans for promotion and marketing campaigns.
3. Creates, implements, and evaluates a departmental development program to encourage the professional development of all employees.

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

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 assist in lifting 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; walk; and sit. Incumbent occasionally is required to climb or balance; and run.

Experience/Educational Requirements:

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

AND

Experience:
Three (3) years of relevant experience in a campus recreation program.

Certification:
Incumbent must be a Certified Wilderness First Responder.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved 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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