

Executive Director, Campus Recreation
University of Idaho

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Posted Mar. 12, 2018, removed Apr. 5, 2018

Job Title	Executive Director, Campus Recreation
Department	Campus Recreation
Institution	University of Idaho Moscow, Idaho
Date Posted	Mar. 12, 2018
Application Deadline	4/2/2018
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Athletics and Recreation Services
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Apply By Email

Job Description

University of Idaho

Executive Director, Campus Recreation

Location: Moscow

Division/College: Student Affairs

Employee Category: Exempt

Pay Range: \$70,000 per year or more depending on experience

Full/Part Time: Full Time

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Position Summary:

Reporting to the Chief Student Affairs Officer/Dean of Students, Division of Student Affairs, the Executive Director is responsible for the overall direction, administration, fiscal accountability, risk management, policies and leadership for Campus Recreation facilities, programs, and services. The director is responsible for the Student Recreation Center (SRC) facilities and operations, SRC Building Services, Intramural Sports, Sport Clubs, Wellness Program, Outdoor Programs, Marketing and outdoor recreational facilities; long-range planning, program development and enhancements for the unit. The director will administer the procurement of fitness and capital equipment, furniture, and fixtures and asset management. The director oversees professional staff, works to establish a collaborative environment within the unit internally and externally, partnering with Student Affairs departments, other university departments, and off campus constituents. The director will supervise 15 FTE and 120 student employees, which are part of Campus Recreation. The director will also supervise the university Spirit Squad, which comprises a .5 FTE coach, in addition to student cheerleaders, dancers, and Joe Vandal.

This is an essential position that will be called upon in the event of an emergency and/or university closure.

Minimum Qualifications:

Masters Degree in Recreation Administration, Business Administration, Sports Management, Higher education administration, Leadership, or related field;

Five to ten years progressively responsible experience in administration and supervision, preferably in campus recreation, of student affairs programs and professional staff, fiscal and facility management;

Excellent leadership and supervision skills;

Must possess proven ability in managing multiple budgets, planning and policy development and implementation, evaluations and assessment methods, strategic planning; safety and risk management, capital project management;

Must demonstrate a comprehensive understanding of student development theory, current best practices in Campus Recreation and Student Affairs, educational programming related to student

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leadership development and student retention;

Possess excellent written and oral communication skills, including strong consultative and collaborative skills; excellent presentation and writing skills, and proactive and responsive interpersonal skills;

Demonstrated experience and ability to work as part of, and lead a collaborative, professional team;

Innovative spirit and enthusiasm;

Must demonstrate experience in working with diverse constituents;

Ability to relate effectively to all members of the University community, with an appreciation for cultural, ethnic, and individual differences.

Preferred Qualifications:

Ph.D., or equivalent, in Recreational Sports Administration, Public Health, Physical Education, Higher Education Administration, or related field.

Physical Requirements & Working Conditions:

Posting Number: SP001722P

Posting Date: 03/05/2018

Closing Date: 4/2/2018

Open Until Filled: No

Special Instructions:

To be considered for the position of Executive Director, Campus Recreation, complete the online application, provide your resume, and include a letter of qualification identifying how you meet the minimum and desirable qualifications.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.



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EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.