

Assistant Director of Student Activities and Recreation
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=228170>

Downloaded On: May. 9, 2024 6:18am

Posted Dec. 26, 2023, set to expire Dec. 14, 2024

Job Title	Assistant Director of Student Activities and Recreation
Department	Student Activities
Institution	Marian University Indianapolis, Indiana
Date Posted	Dec. 26, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Administration - General
Job Website	https://marian.peopleadmin.com/postings/3499
Apply By Email	
Job Description	

Position Title

Assistant Director of Student Activities and Recreation

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking an Assistant Director of Student Activities and Recreation. who will promotes Marian University's Catholic mission and identity by providing a high-quality student recreation and wellness program. The Assistant Director of Student Activities and Recreation is a member of the Office of Student Activities team.

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This position will plan and coordinate a calendar of programs and activities designed to encourage students to adopt an active and healthy lifestyle as part of the University's student experience. The position requires the ability to work various times including weekends, and the individual must be especially sensitive to issues involving the safety and security of all participants in offered programs. The Assistant Director serves on various college committees, assist with student activities large campus programming, and collaborates with faculty, staff, and students to accomplish goals.

Essential Duties and Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services.
- Plan, implement, and coordinate a robust schedule of programs and activities that is inclusive for all abilities, including but not limited to group fitness programs, intramural sports leagues and tournaments, and open gym hours.
- Advise club sport student organizations by assisting members with risk management processes, access to space on campus, funding request/needs, logistics and travel requests required for off campus tournaments. Attending events as need.
- Supervise student employees, manage budget and provide oversight of equipment and facilities used during programs.
- Create and maintain a student discount website page that provides resources to students around Indianapolis and nationwide.
- Create and implement a marketing strategy to promote and increase use of the recreation and wellness programs and events.
- Coordinate registration and manage documentation, including forms, waivers, reports, registrations, and any equipment checkout.
- Frequently work evening and weekend hours as a function of the position.
- Assist with large campus programming within the student activities office.
- Develop and implement risk management strategies for the intramural sports programs.
- Resolve sportsmanship and disciplinary issues.
- Development of new intramural sports programs, with responsibilities that include: creating game rules, identifying equipment needs, organizing leagues and training new staff.
- Responsible for program evaluation and development of rules, policies and procedures
- Provide students with multiple wellness programs like fitness classes, mental awareness classes, healthy lifestyle choices, etc.

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University Expectations:

- Knowledge of and a commitment to the mission of Marian University
- Adheres to Marian University's policy and procedures
- Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors
- Communicates regularly with supervisor about Department issues
- Meets department productivity standards
- Participates in developing department goals, objective, and systems
- Assists to establish department measurements that align and support the accomplishment of the University's
- strategic goals
- Adheres to the department budget

Required Qualifications

Required Qualifications:

- Bachelor's degree required with transferable and relevant professional experience.
- Master's degree preferred in exercise science, college student personnel, higher education leadership, counseling, or closely related field
- Currently hold, or be willing to obtain First Aid, CPR and AED training and certification

Review of applications will begin immediately and continue until the position is filled. Applications require a cover letter, a current CV, and contact information for three professional references.

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Preferred Qualifications

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

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Physical Demands

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, equipment, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contact Information

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

Contact

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