



# ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

## Assistant Director of Intramural Sports and Club Sports

Job Posting #0803-010

### **POSITION INFORMATION**

University Recreation

Position Number 998854

Posting Date: March 24, 2008

### **SALARY**

\$32,192-\$34,000. Excellent benefits package. Click [here](#) for more information.

### **JOB SUMMARY**

Manage the day-to-day operations of a comprehensive Intramural Sports and Club Sports Program, which includes but not limited to design, promotion, implementation, coordination, supervision, and evaluation of activities, personnel, and facilities.

### **TYPICAL DUTIES**

1. Recruit, hire, train, schedule, supervise, and evaluate student staff, which includes graduate assistants, student supervisors, and officials.
2. Plan, organize, implement, and supervise individual, dual, and team Intramural Sports and Club Sports activities.
3. Develop and disseminate program marketing material and promote activities.
4. Prepare and manage program budgets.
5. Purchase, inventory, and maintain equipment and supplies.
6. Plan and implement risk management policies and procedures.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge and ability of indoor and outdoor facility management;
- Knowledge of program marketing, organization, and implementation;
- Knowledge of budget preparation, risk management policies, and student development skills;
- Knowledge of sports officiating and officials' training in flag football, volleyball, basketball, soccer, and softball;
- Knowledge and ability in personnel management;
- Strong interpersonal, organizational, and communications skills;
- Skilled in computer operations and word processing capabilities.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Position requires periods of sitting, standing, walking, reaching, bending, grasping; lifting and carrying objects up to 50 lbs. Night and weekend activity supervision required.

### **QUALIFICATIONS**

Bachelor's degree in kinesiology, recreation, physical education, sports management or a related field with two years of experience; or Master's degree in kinesiology, recreation, physical education, sports management or a related field. Progressive collegiate experience in the management of intramural sports and club sports, which include individual, dual, and team manager's meetings and sport scheduling, preferred. Demonstrated

professional organizational involvement, particularly involvement with the National Intramural-Recreational Sports Association (NIRSA), preferred.

**CERTIFICATES/LICENSES REQUIRED:**

- Current American Red Cross First Aid/CPR/AED Certifications.
- Valid Texas Driver's License and a driving record acceptable to the University's insurance company is required.

**APPLICATION REQUIREMENTS**

1. ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909-1009

**Or fax to:** 325-942-2156

**APPLICATION DEADLINE**

April 7, 2008.

**UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**