



## **Director of Student Activities and Recreation Job Posting**

### **Job Summary:**

The Director of Student Activities and Recreation is responsible for the development, implementation, and administration of programs and activities designed to to enrich the student experience, promote an active and engaged student culture on campus and contribute to the retention of college students, in a co-curricular environment.

### **Duties and Responsibilities:**

#### **Campus Activities Board**

- Serve as staff advisor to Campus Activities Board and assist student organization in planning and implementing student events and programs
- Facilitate CAB budget and use of funds apportioned to organization

#### **Student Programming**

- Collaborate with faculty, staff, administrators and community partners on delivery of awareness and observance programs and events to students e.g., Hispanic/Latinex Heritage Month, National Coming Out Day, Domestic Violence Prevention Month etc.
- Plan and implement 24 student-focused activities and events throughout the academic year (4 per session x 6 sessions). This will include working various hours and some weekends
- Plan and implement Student Activities portions of Orientation, Engage and Welcome Week each fall.

#### **Student Event Spaces**

- Collaborate with other departments, campus and community partners to maximize the use of campus facilities for student engagement opportunities
- Responsible for the use of audio and visual components and event set-up for student and departmental events
- Oversee all departmental use of Columbia Theater and serve as primary booking agent and manager for space as used for student-focused events (concerts, speakers, films etc.)
- Coordinate Co-Curricular Records and event tracking system
- Plan, curate and deliver Cinema International film series

#### **Intramural Recreation Program**

- Provide significant and high-quality opportunities in a variety of indoor and outdoor intramural activities to satisfy the diverse needs of students, faculty and staff



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- Plan and implement intramural program to include two Fall, two Winter and two Spring tournaments (e.g., kickball, ultimate Frisbee, pool, video games etc.)
- Direct, organize, supervise and evaluate all intramural programs and manage intramural budget
- Create and maintain web site for online registration of events, tournaments, leagues, etc.
- Develop E-Sports (competitive video gaming) program to include programmatic budget oversight, recruitment, development of video gaming lounges, practice/training and league participation
- Maintain records relative to participation and equipment inventory
- Authorize intramural equipment purchases and repairs
- Design and purchase t-shirts or other marketing, collateral materials for intramural programs
- Hire, train, and supervise intramural student employees including the creation of work schedules
- Attend and supervise intramural events and referee when necessary
- Create and maintain intramural manual of operations

### **Student Activities Center/Union**

- Oversee planning, renovations, budget and daily operations of forthcoming Student Activities Center.
- Review and provide input on designs and interior and exterior elements of SAC to create a student-focused environment
- Establish hours of operation, access and student staffing of SAC
- Hire, train, and supervise student employees including the creation of work schedules
- Plan and purchase all furniture and equipment for SAC, interface with facilities for maintenance and repairs and manage ongoing upgrades and replacement of furniture and equipment

### **Minimum Qualifications:**

- Bachelor's degree in area relating to key elements of position
- 3 – 5 years of experience in higher education or related field
- Demonstrated knowledge and experience in the development of programming for a student population
- Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.



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### How to Apply:

Please submit electronically your **resume and cover letter** to:

Yolanda Peterson

Human Resources Coordinator

[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)

### ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

*Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.*

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.