

**Assistant Director of Recreation and Wellness**

**Recreation and Wellness**

St. Edward’s University of Austin, Texas invites applications for the position of Assistant Director of Recreation and Wellness. The Assistant Director of Recreation and Wellness will assist in the development and management of a comprehensive and well-organized recreation and wellness program. This program includes club sports, intramurals, personal training, university well­ being and health promotions, group fitness classes, outdoor adventures and informal recreation opportunities that allow students to participate in a wide variety of healthy and active activities

For consideration, the candidate must have a Bachelor’s degree, Master’s degree strongly preferred.

Two or more years of professional experience managing Intramural and/or Club Sports, or similar university recreation programs (Fitness, Well-Being and Health Promotions, Aquatics,

Informal Recreation or Outdoor Recreation). Graduate Assistantship experience accepted. Proven

ability to manage, lead, and communicate with a diverse work group with a strong commitment to the

academic achievement and personal growth of each student. Possess strong interpersonal and written

communication skills. Commitment to the integration of co-curricular experiences in the overall

educational programs of the university. Working knowledge of computer applications relative to

management of Recreation and Wellness may include: EZFacility, When2Work, IMLeagues, CollegiateLink, Google Drive, etc. Preferred certifications relative to program may include but are not required:: Certified High School or Collegiate Official/Referee, recognized personal training and group fitness instruction certification (AFAA, NCSM, NASM), CPR/AED/First Aid Instructor, Certified Health Promotion Specialist or equivalent.

Successful completion of an employment and/or criminal history background check required

Essential Responsibilities Include:

* Provide supervision and oversight of the day to day operations of the Club Sports and Intramural programs
* Serve on the Recreation and Wellness leadership team to develop high level programming and experiences throughout the department
* Directly supervise student leadership roles: Competitive Sports (2) and Staff Development Coordinators
* Streamline all departmental training for club sport officers, coaches, student staff and independent contractors
* Manage, supervise, schedule and advise ~300 club sport athletes on 18 club sport teams
* Collaborate with campus partners to elevate club sports, intramural programs and events
* Expand Club Sport Leadership series and Club Sport Council for all Club Sport athletes
* Develop and expand current Intramural Sports offerings on campus based on completed assessments
* Assess program learning outcomes and their impact on retention, student leadership development and student satisfaction on a yearly basis
* Manage internal facility reservations in shared spaces with Athletics, Recreation and Wellness, Kinesiology and other requesting campus departments
* Assist with Recreation and Wellness risk management and emergency response action planning and training for all student and professional staff
* Complete annual assessment and provide annual reports to ensure adherence to Student Learning Outcomes
* Maintain a strong commitment to student development and engagement
* Provide oversight of daily business transactions and deposits for Intramural and Club Sports

*Other*

* Recruit, train and supervise student staff of up to 30
* Work actively toward accomplishing the University long range plan and serve on campus-wide and divisional committees
* Provide assistance in planning and administering key university programs and events
* Other related duties as assigned

***For detailed information, please scroll to the bottom of the page to download the job description.***

***Review of candidates will begin October 1, 2022 and will continue until position is filled.***

**The University offers an excellent TOTAL REWARDS package!**

*Medical & Rx Coverage – UMR (HSA & FSA Available)*

*Dental – Sunlife Dental*

*Vision – Sunlife Vision Plan*

*Short Term Disability (STD) Insurance*

*Long Term Disability (LTD) Insurance*

*Life & Accidental Death & Dismemberment (AD&D) Insurance*

*Employee Assistance Program (EAP)*

*Pet Insurance*

*Annual Leave & Paid Sick Leave*

*Retirement Plan – (TIAA) Employee 5%/Employer Match 7%*

*Tuition Benefits*

*Paid Holidays*

*Services & Discounts*

***An overview of St. Edward's University employee benefits is available at;***[***https://www.stedwards.edu/human-resources/benefits-summary***](https://www.stedwards.edu/human-resources/benefits-summary)

**HOW TO APPLY**

Interested applicants should submit an online application at; <https://stedwards.applicantpro.com>. Please include ***resume, cover letter, and three employment references***. No Calls Please. Applications will not be considered if it is missing any of these three items.

***In your cover letter, please describe your lived experiences that prepare you to contribute to diversity and inclusion at St. Edward's University.***

**EQUAL OPPORTUNITY EMPLOYER:**

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

**ABOUT ST. EDWARD'S UNIVERSITY**

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,600 diverse students located in Austin, Texas.  St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning and exciting internship opportunities.  The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students.  **OTHER ITEMS TO KNOW**

**Sponsorship:**

We are not offering sponsorship at this time.

**Background Checks:**

A criminal history background check is required for finalist(s) under consideration for this position.

Reference #:   
Posted:   
Available: