Director of Student Life and Recreation

Position Description:

The Director of Student Life and Recreation provides vision, leadership, and supervision for the following areas: Student Life Center, Co-curricular leadership classes, Grizzly Activity Board, Audio/video, the Loft, Multicultural Programming, Associated Students & Faculty, Adventure Programs, Rex Activity Center, Intramural Sports, Club Sports, and our Adventure Sports Program. The Director reports directly to the Vice President of Student Affairs and supervises three professionals for Student Life, Rex/Intramurals, and Adventure Programs.

Essential Functions:

- Supervises all direct reports in regard to daily operations, annual reports and assessment plans and program development
- Develops opportunities for professional growth and development for department staff members
- Advocate for the needs of the student body and develops initiatives that build community engagement and retention and actively fosters a campus climate that is welcoming and supportive of the student body.
- Advises the Associated Student & Faculty Government on an annual basis. Supports AS&F officers in the implementation of major campus, political awareness initiatives and civic engagement efforts.
- Creates seamless co-curricular offerings that integrate with academic programs to provide real world experiences.
- Encourages open communication with and among campus constituencies and acts as an advocate on issues, concerns, and problems related to student life.
- Works closely with Facility Services, and appropriate others regarding renovation and management of existing facilities and construction of any facilities used for student development.
- Serves on University and division committees as needed and represents the University both within and outside the ASU community.
- Attend and/or present at professional conferences, workshops, and training seminars as a representative of ASU to acquire best practice models and future trends in Student Affairs and Higher Education.
- Plans and executes major campus community building events, and other campus special programs that benefit the student body and advance the University.
- Works closely with the Student Success and Enrollment Management Divisions to proactively provide services and retain students who are admitted to the University.
Knowledge, Skills, and Abilities:

- Evidence of strong leadership and interpersonal skills.
- Demonstrated risk management experience within the context of the supervised areas of Student Life and Recreation.
- Ability to think strategically and execute innovative, bold plans within a student affairs context.
- Excellent fiscal management, human resource management, and conflict resolution skills.
- Ability to foster engagement through co-curricular experiences that integrates with academic programs.
- Ability to work effectively with students, parents, alumni, faculty, administrators, and high school personnel.
- Demonstrated knowledge of recreational sports with specific emphasis on outdoor programming, facility management, intramural and club sports.
- Excellent collaboration skills to enhance the value and effectiveness of the professional staff and ASU students in everything Student Life and Recreation wants to achieve.

Requirements:

- Master’s degree in student affairs, education administration, recreation, leisure services, higher education administration and leadership, or related field.
- A minimum of five years professional level experience in student affairs with significant experience supervising and directing programs or service areas.

Rank/Salary:

- This position is a mid-level management position with a salary range of $45,000 to $50,000 depending on qualifications. Adams State offers a competitive benefits package.

Applications:

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.

Send applications to:
Stephanie Lewis
Search Committee Chair
Assistant Director of Auxiliary Services
Adams State University
208 Edgemont Boulevard, Suite 2220
Alamosa, CO 81101
Email: sslewis@adams.edu
Telephone: 719-587-7961
Fax: 719-587-7543

Review of completed applications will begin June 13, 2014 and continue until the position is filled.
An Affirmative Action/Equal Opportunity Employer:

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.

Background Check Policy:

Adams State University is committed to providing a safe and secure environment for its students, faculty, staff and visitors, and to protecting its funds, property and other assets. Well-informed hiring decisions contribute to this effort. Therefore, Adams State University has adopted a policy on background screening for its prospective, continuing, and returning employees as well as students in certain circumstances. Offers of employment will be contingent upon the completion of an acceptable background check. The information received in response to a background check will be treated as confidential, to the extent provided for by law.